

Reading Municipal Light Department (RMLD) Board of Commissioners

Policy Committee

General Manager's Conference Room

October 21, 2013

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Start Time: 7:35 a.m.

End Time: 8:00 a.m.

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Attendees:

Committee Members: Mr. Mancuso, Mr. Pacino, Mr. Talbot

RMLD Staff: Ms. Antonio, Mr. Fournier, Ms. O'Brien

Mr. Pacino called the meeting to order and asked Ms. O'Brien to introduce the discussion.

Ms. O'Brien stated that Chairman Stempeck had announced previously that a review of all policies would ensue at the first of the year. In anticipation of that review and in conjunction with the ongoing strategic plan development, Ms. O'Brien indicated there were a number of policies which were operational under Chapter 164 which most likely were included under the Board governance policies simply due to the absence of an Employee Handbook or other mechanism to serve as an operational policy place mark. The committee had been supplied with a matrix showing all of the board policies that are currently in the RMLD policy book. The matrix proposes to separate operational policies under Chapter 164 from Board governing policies, thereby delineating the overall responsibility of each policy. In addition, Ms. O'Brien provided DRAFT copies of one revised existing policy (Policy 5 - Travel Policy) and one new policy (Policy 32 - Alcohol and Substance Abuse Policy for Non-CDL Drivers), for discussion.

Policy 26, entitled Alcohol and Substance Abuse Policy for CDL Drivers, is governed by the Department of Transportation (DOT) and is proposed in the matrix as operational. This policy was previously incorporated into the applicable Union Contracts and was never formally dissolved by the Board. The DOT requirements and language which exists in the said contracts no longer matches verbatim the existing Policy 26 wording. Similarly, Ms. O'Brien provided Policy 32 for Non-CDL Drivers which essentially follows the DOT requirements with the same discipline and safety sensitive issues addressed. Policy 32, once approved, would be immediately implemented with the senior staff members and then incorporated into the applicable union contracts as negotiations permit.

Policy 5, Travel Policy, has been revised to reflect the federal per diem guidelines of the General Services Administration www.gsa.gov, similar to following federal mileage reimbursements as set by the IRS.

Mr. Fournier expressed his opinion that there isn't that much travel and that the current per diem of \$45 per day is adequate. He stated it's easier for accounting with the current process rather than having to look up individual locations.

Discussion ensued about the policies.

Commissioner Pacino thought there needed to be more discussion within RMLD about Policy 5.

Commissioner Mancuso stated that he was very comfortable taking a vote on Policy 32 and also what RMLD is proposing with separating the board policies from operational policies. He stated that he is willing to support it.

Commissioner Talbot stated that he had no problem moving forward.

Ms. O'Brien stated that she would like to have the Policy 32 recommendation for the next board meeting and to use it for the negotiations with the unions. Ms. O'Brien stated that this policy, similar to Policy 26 would not be a governing Board policy and a GM approval would allow implementation.

Commissioner Pacino asked for a motion.

Motion:

Mr. Mancuso made a motion seconded by Mr. Talbot that the Policy Committee recommends to the RMLB the adoption of Policy 32; Drug and Alcohol policy for non-CDL employees.

Motion carried: 3:0:0

Motion:

Mr. Mancuso made a motion seconded by Mr. Talbot to reclassify policies into operational and non-operational categories and to create an operational manual in accordance with Massachusetts General Law, Chapter 164.

Motion carried: 3:0:0

Motion to Adjourn

At 8:00 a.m. Mr. Talbot made a motion seconded by Mr. Mancuso to adjourn the Committee Meeting.

Motion carried 3:0:0.

Mr. Mancuso, Aye; Mr. Pacino, Aye; Mr. Talbot, Aye.