

Reading Municipal Light Department (RMLD) Board of Commissioners

Policy Committee Minutes

Thursday, November 10, 2016

R&C Conference Room

Start Time: 6:37 p.m.

End Time: 7:00 p.m.

Attendees:

Committee Members: Messrs. Hennessy, Pacino, and Talbot

Board Members: Mr. Stempeck

RMLD Staff: Mses. O'Brien, Foti and Schultz

Call Meeting to Order

Chairman Hennessy, Chair of the Policy Committee, called the meeting to order at 6:37 p.m.

Approval of Committee Minutes

September 22, 2016

Mr. Pacino made a motion to approve the Policy Committee meeting minutes of September 22, 2016 as presented.

Motion carried 3:0:0.

RMLD Policy 9 Procurement

Ms. O'Brien stated that the Policy Committee has already reviewed Policy 9-Procurement and Surplus. However, there has been a change in law. The policy has been updated accordingly. The changes took effect on November 7, 2016. Ms. Foti then explained that the Board criteria to approve Goods and Services' bids went from \$25,000 to \$50,000. Quotes, not bids, are required for anything under that amount. Therefore, the Board will be seeing less bids.

Mr. Pacino interjected and requested that the term 'Board member' be replaced with 'Commissioner' in the policy language. Mr. Hennessy stated that he thought the terms were synonymous. Ms. Foti said that the verbiage can be updated. Mr. Pacino added that 'Board of Commission members' would be fine. Mr. Pacino also asked for clarification on RMLD's 'zero tolerance' policy towards gifts and clarified that the state sets the maximum at \$50.

Ms. O'Brien answered that most of the utilities have gone to a zero policy. Starting in the late nineties and early two thousands, vendors were told not to send anything. However, some vendors still don't heed the request. When gifts do come in, they are left out in open areas to be accessible to all employees. Mr. Stempeck, who stated that he had just taken the mandatory ethics training, confirmed this. Ms. O'Brien clarified that goods are distributed as such because it is wasteful to throw them away or to allocate funds to ship them back to the sender.

Ms. O'Brien then referenced a sheet that shows the procurement requirements, which can get complicated. Ms. Foti and Ms. Schultz stated they would electronically forward the document to the Commissioners.

Mr. Hennessy inquired if there were any other changes to the policy, to which Ms. Foti answered in the negative.

Mr. Pacino made a motion, seconded by Mr. Hennessy, to recommend that the revisions to Policy No. 9, as corrected, be adopted by the Board of Commissioners.

Motion carried 3:0:0.

RMLD Policy 4 Smoking

Mr. Hennessy asked for confirmation that this policy was already in place and then asked what the changes are.

Ms. O'Brien answered yes, this is an existing policy and stated that RMLD's legal counsel, Attorney Pollart, had suggested getting rid of it. However, it was decided to revise rather than eliminate to stay consistent with the law and in case issues arise in the future. The Massachusetts Anti-Smoking Law has become more stringent, with prohibition also applying to e-cigarettes and electronic devices.

Mr. Stempeck asked if RMLD has a delineated smoking space.

RMLD Policy 4 Smoking

Ms. O'Brien replied that there is no smoking on RMLD grounds or in RMLD vehicles. The policy outlines discipline for violations and clarifies that there is no smoking on jobsites. Mr. Stempeck then asked if this also applied to marijuana, since it is now legal in Massachusetts. Ms. O'Brien answered that RMLD's policy mirrors that of the Department of Transportation, which is federal. Marijuana is not legal at the federal level.

Mr. Pacino made a motion, seconded by Mr. Hennessy, to recommend that Policy No. 4, as presented, be adopted by the Board of Commissioners.

Motion carried 3:0:0.

Discussion

There was no discussion.

Schedule Next Meeting

The Committee will meet immediately prior to the Board of Commissioners' meeting on December 15, 2016.

Motion to Adjourn

At 7:00 p.m. Mr. Pacino made a motion seconded by Mr. Hennessy to adjourn the meeting.

Motion carried 3:0:0.