



Town of Reading Meeting Minutes

2016-09-22 LAG

Board - Committee - Commission - Council:

RMLD Board of Commissioners

GM Search Committee Meeting

Date: 08-04-2022

Time: 3:00 PM

Building: Reading Municipal Light Building

Location:
General Managers Conference Room

Address: 230 Ash Street

Session: Open Session

Purpose:

Version: Final

Attendees: **Members - Present:**

Chair Jason Small - RMLD Citizens' Advisory Board and GM Search
RMLD Board of Commissioners - David Talbot and Robert Coulter

Members - Not Present:

Others Present:

Janet Walsh, Director of Labor Relations & Human Resources

Minutes Respectfully Submitted By: David Talbot, Secretary Pro Tem

Topics of Discussion:

Chair Small called the meeting to order at 3:00 p.m.

1. General Manager Search Committee

The General Manager Search Committee will consist of Commissioners Talbot and Coulter who mutually agreed that CAB Chair Jason Small will be the Chair of this committee.

2. General Manager Search Process

All committee members agreed with the draft search process as proposed.

Chair Small highlighted the General Manager search process as follows:

1. Advertisement to run in industry specific publications and/or websites (APPA, NEPPA) and RMLD Website.
 - a. Current plan is to run APPA Public Power Website in their online classified ads section over a 21-day posting period.
 - b. An ad will also run on NEPPA Help Wanted Webpage
 - c. RMLD will place the ad on their web page.
2. The current interim position will continue to run until a GM is chosen.
3. Evaluation of resumes by Search Committee – Review backgrounds, identify the best candidates (preferably no more than 6). Notify candidates of interest and get referrals.

4. Schedule round of initial interviews. Overnight arrangements will be made at local hotel for any candidates in need.
5. Search Committee will meet with each candidate. Time allotted for interview process should be set. Questions to be asked by each member should be established by the group ahead of time.
6. Search Committee will select up to 3 top candidates for presentation to the full RMLD Board. Background checks will be completed on final candidates before meeting with Board.
7. Final interviews by the Board with a vote.
8. Negotiate and finalize transition to RMLD.

Mr. Talbot noted resumes will be addressed in Executive Session. Mr. Talbot wanted to know how many resumes RMLD has received. Ms. Walsh responded that RMLD has received thirteen resumes to date. Mr. Talbot said that thirteen resumes does not seem like a sizeable number given the position.

Discussion then turned to modifying the current General Manager's job description; the consensus was no changes are required.

Mr. Talbot commented other methods could be considered to expand the number of potential candidates. Mr. Coulter stated that a search company could be utilized to expand the applicant numbers, the committee has not taken any action on this, however, can be addressed when reviewing resumes.

Mr. Talbot suggested that in lieu of spending \$70,000, find someone to facilitate this to get the word out like what the town did in its search. Mr. Coulter said that once the candidates are discussed this can be a future action item.

Nomination of Chair

Mr. Talbot made a motion seconded by Mr. Coulter to nominate Jason Small as the Chair of the General Manager Committee.

Motion carried 2:0:1 (2 in favor, 1 abstention) Roll Call: Mr. Coulter, Aye, Mr. Talbot, Aye. Chair Small abstained from the vote.

Chair Small added that along the lines whether a consultant is required, or advertising in a broader spectrum, he does not believe the position has been advertised in APPA in his most recent search. Ms. Walsh added the posting expired on the APPA website which was posted in May.

Mr. Coulter asked if the position was posted in LinkedIn. Ms. Walsh responded in the affirmative also posted in Indeed.

Chair Small commented that to expand the responses it may lean to hiring a firm.

3. General Manager Job Description

Mr. Coulter stated that the position description has been enhanced and is fine with it. He wants to ensure that the General Manager has a backup with the delegation of authority. Ms. Walsh explained the issue is with the bond which is issued only to the General Manager --that is the reason an Assistant General lacks the signing ability for certain items.

The Committee had no changes to the job description. Ms. Walsh added that she made two changes to the original job description.

The first change under "Supervisory" changed from assign to delegate. The second change is from a Massachusetts driver's license to a license valid in Massachusetts. Mr. Coulter added that on the driver's license that was an excellent point.

Mr. Talbot suggested the General Manager vacancy be placed in the APPA job openings, all agreed.

4. Advertisement of General Manager Job Description

This was addressed in prior discussion.

5 Next Meeting Dates

August 10 – Hybrid – 4 p.m. 230 Ash Street, Reading

August 24 – Hybrid – 4 p.m. 230 Ash Street, Reading

6. Executive Session

At 3:20 p.m. Mr. Coulter made a motion seconded by Mr. Talbot to enter into Executive Session to consider applicants by a preliminary screening committee to review resumes and criteria for the General Manager position and return to Regular Session for the sole purpose of adjournment.

Motion carried 3:0:0 (3 in favor) Roll Call: Chair Small, Aye, Mr. Talbot, Aye and Mr. Coulter, Aye.

7. Adjournment

The Committee returned from Executive Session for the sole purpose of adjournment.

At 4:02 p.m. Mr. Coulter made a motion seconded by Mr. Talbot to adjourn the meeting.

Motion carried 3:0:0 (3 in favor) Roll Call: Chair Small, Aye, Mr. Talbot, Aye and Mr. Coulter, Aye.

A true copy of the RMLD General Manager Search Committee
as approved by a majority of the RMLD General Manager Search
Committee.

David Talbot
David Talbot (Sep 20, 2022 08:45 EDT)

Sep 20, 2022

David Talbot, Secretary Pro Tem
RMLD General Manager Search Committee