



**READING MUNICIPAL  
LIGHT DEPARTMENT**

**BOARD OF COMMISSIONERS**

**GENERAL MANAGER COMMITTEE**

**THURSDAY, JULY 19, 2018**

APPROVAL OF BOARD MINUTES  
DECEMBER 7, 2017  
ATTACHMENT 1

**Reading Municipal Light Department (RMLD) Board of Commissioners**

**General Manager Committee Minutes**

**Thursday, December 7, 2017**

**General Manager's Conference Room**

**Start Time: 8:00 a.m.**

**End Time: 9:12 a.m.**

**Attendees:**

**Committee Members: Chair Pacino, Vice Chair Hennessy, and Mr. Talbot**

**Commissioners: Mr. Stempeck and Mr. O'Rourke**

**RMLD Staff: Ms. O'Brien and Ms. Schultz**

**Call Meeting to Order**

Chair Pacino called the meeting to order.

**Review of General Manager, Coleen O'Brien**

The Commissioners decided that each member would quickly summarize their review of Ms. O'Brien with their numerical calculations, and then general discussion would ensue.

Chair Pacino began, stating he felt that Ms. O'Brien achieved everything on the evaluation forms. Chair Pacino stated that he gave Ms. O'Brien the top possible rating: 100.

Mr. O'Rourke stated that the result of the audit speaks for itself, as do RMLD's highly competitive rates. RMLD's response to the recent storm was met with positive comments from the community. The Safety Committee shows Ms. O'Brien's commitment to safety. Mr. O'Rourke said he gave Ms. O'Brien 99 out of 100. Mr. O'Rourke explained that he gave Ms. O'Brien four out of five for Board Relations, in the hope that a system will be developed to communicate with the Board on important issues when there is no scheduled Board Meeting. Per his calculations, Mr. O'Rourke stated that Ms. O'Brien had saved the Department \$2.4 million in cost avoidance and a half a million in hard savings.

Mr. Talbot stated that it was a great year and Ms. O'Brien did a great job. Mr. Talbot stated that he rated Ms. O'Brien 98 out of 100. Mr. Talbot said that one area both the Board and Department need to work on is adopting proactive measures to attract customers and foster economic development.

Mr. O'Rourke reiterated communicating with the Board between meetings and asked how that can best be facilitated. Ms. O'Brien asked that, going forward, the Board tells her what they want to know. Ms. O'Brien said she communicates issues that would have the potential for an immediate impact. Other issues, which are operational, may be mentioned at meetings. Any serious concerns of large customers would be brought forward should it be rate-related or regarding reduction in usage.

Mr. Talbot expressed his wish to develop an RMLD environmental policy. It was decided that topic is best reserved for a different meeting.

Mr. Stempeck lauded the fact that the financial audit did not result in a management letter, the success of the capital and operational budgets, the development of a 6-year plan, and the installation of the 25-megawatt generator. RMLD's maintenance program is best in class. Additionally, Mr. Stempeck noted the time and the personal toll it takes to successfully negotiate three union contracts. Ms. O'Brien hires competent people and increases their skill set and is tolerant of Board demands. Mr. Stempeck stated that Ms. O'Brien does a great job balancing long-range strategic requests with short-term issues, and that his evaluation score is 100 points.

Vice Chair Hennessy said that he gave Ms. O'Brien 99 out of 100. The financial audit was perfect, safety is always being improved, and Wendy, Jane, and Hamid are confident in their roles. Board relations are excellent and Ms. O'Brien is not afraid of conflict with Union. Vice Chair Hennessy suggested that Ms. O'Brien utilize layman's terms when making presentations to the Towns.

**Review of General Manager, Coleen O'Brien**

Mr. O'Rourke stated that per the calculation sheet in the evaluation packet, Ms. O'Brien's overall score of 99.2 entitles her to CPI plus 2 percent, and whatever else the Board decides based on merit. The Board debated the details of the increase to Ms. O'Brien's compensation, ultimately deciding on a 4.5 percent salary increase, and an additional \$5,000.

Chair Pacino made a motion that the General Manager Committee recommend a 4.5 salary increase for Ms. O'Brien, and a \$5,000 bonus.

**Motion Approved.**

**3:0:0.**

### **Adjournment**

Vice Chair Hennessy made a motion, seconded by Mr. Talbot, to adjourn.

**Motion Approved.**

**3:0:0.**