

**READING MUNICIPAL LIGHT DEPARTMENT
BOARD OF COMMISSIONERS**

Reading Municipal Light Department
Spurr/AV Room
230 Ash Street
Reading, MA 01867
April 10, 2013
6:45 p.m.

1. **Call Meeting to Order**

2. **RMLD Board Reorganization (Attachment)**

ACTION ITEM

3. **Adjournment**

Suggested Motion:

Move to adjourn the Regular Session.

RMLD Board Meetings

ACTION ITEM

Wednesday, April 24, 2013, RMLD Spurr/AV Room, 7:30 p.m. – Regularly Scheduled Meeting

Wednesday, May 29, 2013, RMLD Spurr/AV Room, 7:30 p.m. – Regularly Scheduled Meeting

**RMLD Board of Commissioners Committees and Assignments March 2012 to March 2013
November 28, 2012**

Audit (Including Town of Reading Audit)

*Marsie West
Robert Soli*

Recommend audit findings to the Board.
One member of Audit Committee meets at least semiannually with the Accounting/Business Manager on RMLD financial issues.
Town of Reading Audit Committee - Sit on the Town of Reading Audit Committee and select firm that performs annual financial audit or RMLD pension trust.
This term expires on June 30, 2013.

General Manager Search Committee

Not To Exceed One Year
*Philip Pacino, Chair
Marsie West*

Recommend the RMLD General Manager.

Public Relations Committee

Not To Exceed One Year
*John Stempeck
Marsie West*

From time to time review press releases and public relations programs.

Assignments

Accounts Payable

*John Stempeck-December
Marsie West-January
Gina Snyder-February
Philip Pacino-March
Robert Soli (First Backup)*

Review and approve payables on a weekly basis. This position is rotational. It requires three primary signers and one back up. No Commissioner may serve more than three consecutive years on this Committee and must take a year leave before returning to this Committee.

Assignments

Payroll - Four Month Rotation

*Marsie West, April-July
Philip Pacino, August-November
John Stempeck, December-March
Gina Snyder (First Backup)*

Review and approve payroll. This position is rotational every four months. It requires primary signer and one back-up. No Commissioner can serve more than three consecutive years on this Committee and must take a year leave before returning to this Committee.