

**READING MUNICIPAL LIGHT DEPARTMENT
GENERAL MANAGER SEARCH COMMITTEE MEETING**

230 Ash Street
Reading, MA 01867
December 21, 2012
7:00 a.m.

1. **Call Meeting to Order**
2. **Discuss General Manager Search** **ACTION ITEM**
 - **Use of Search Firm**
3. **Approval of Regular Session Meeting Minutes (Attachment)** **ACTION ITEM**
October 3, October 11, October 19, October 24 and November 1
4. **Executive Session** **ACTION ITEM**
Suggested Motion:
Move that the General Manager Search Committee go into Executive Session to approve the Executive Session meeting minutes of October 3, October 11, October 19, October 24 and November 1 and return to the Regular Session for the sole purpose of adjournment.
5. **Adjournment** **ACTION ITEM**
Suggested Motion:
Move to adjourn the Regular Session.

Beth Ellen Antonio

From: Vincent Cameron
Sent: Monday, December 03, 2012 12:06 PM
To: Phil Pacino; Marsie West; George Hooper
Cc: Beth Ellen Antonio
Subject: Specification for Professional Placement Service

You need to send out a specification of what you the professional placement service to do for you. This is a rough draft to discuss tomorrow morning.

Background

The Reading Municipal Light Department (RMLD) Board of Commissioners (RMLB) are in the process of finding a replacement for their General Manager, who is retiring early next year. The General Manager gave a six month notice in July of his intention to retire in January, 2012. The RMLD Board formed a General Manager Search Committee, made up of two RMLD Commissioners and a member of the RMLD's Citizens' Advisory Board (CAB). The General Manager Search Committee was charged with finding candidates for the GM Position, perform preliminary screening interviews of candidates and recommending finalists to the RMLD Board of Commissioners. The GM Search Committee performed what was required of them, however, one of the two finalists recommended to the RMLD Board decided not to be interviewed for the position. At this point the RMLB has stopped the process to evaluate their options.

Requirements

The RMLB wants to hire a professional recruiting service (Service) to assist the GM Search Committee in finding candidates to replace the General Manager. The GM Search Committee has nineteen resumes from the initial advertising of the GM position in September, 2012 along with notes on the preliminary screening interviews conducted on five of the candidates.

The GM Search Committee wants the following tasks from a Service.

Attend an initial meeting with the GM Search Committee to discuss the GM job description, advertising, job requirements, resumes received, etc. The GM Search Committee and the Service will also discuss how the search for the GM position should proceed.

The Service should do their own GM search and bring at least five candidates for the RMLD's GM position to the GM Search Committee and discuss the merits of each candidate. The GM Search Committee, with the assistance of the Service, will determine the amount of candidates to interview in the preliminary screening. The Service will also attend the preliminary screening interviews.

The Service will discuss the interviews when they are complete and assist GM Search Committee in developing a list of finalists to be recommended to the RMLB.

The Service should also attend the interviews of the finalists and assist the RMLB in the interview process, as required.

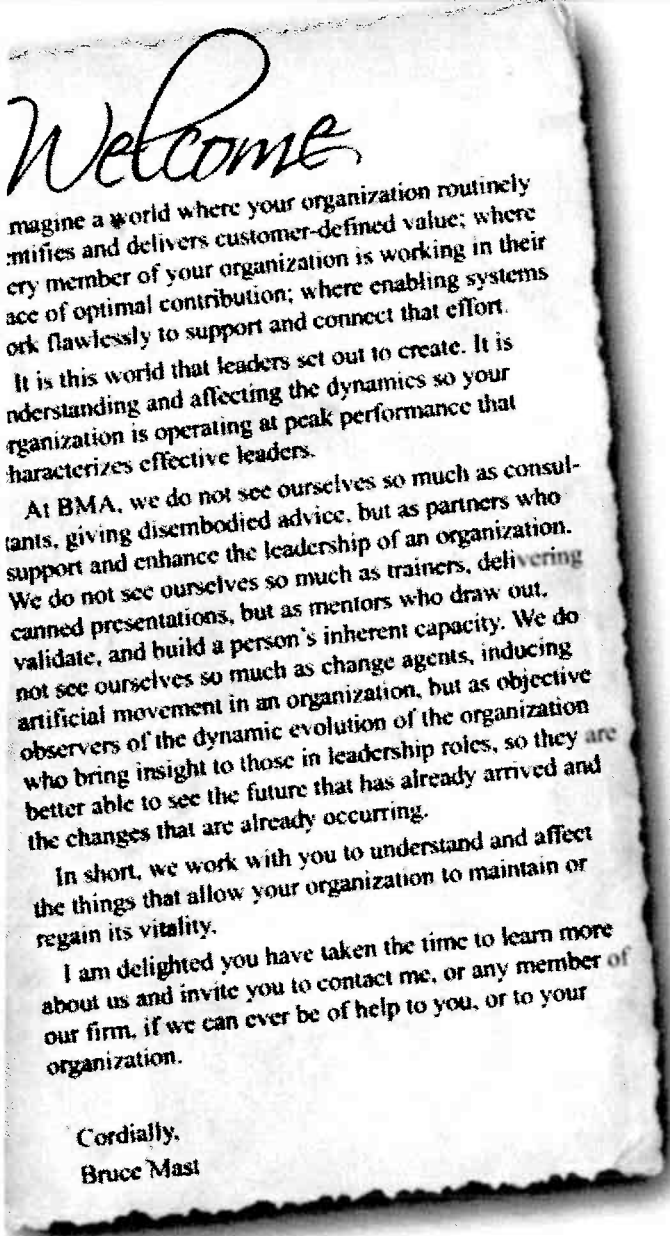
Beth Ellen Antonio

From: Vincent Cameron
Sent: Friday, November 30, 2012 10:32 AM
To: Beth Ellen Antonio
Subject: Emailing: Bruce Mast & Associates - Welcome!

P.O. Box 1454 | 63 Puddle Lane-Strawbery Ba



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The focus for businesses must be on producing not on completing tasks; on creating value, not on areas; on thinking and acting as an integrated as a linear-sequential assembly line. BMA takes a comprehensive approach in providing service from the premise an individual will only be successful if the group is successful, and the group will only be successful if the individual is successful. We deliver our services within the overall context of an organization's vision, culture and current market challenges.

Beth Ellen Antonio

From: Vincent Cameron
Sent: Friday, November 30, 2012 10:34 AM
To: Beth Ellen Antonio
Subject: Emailing: Services - University of Massachusetts Boston

University of Massachusetts

Edward J. Collins, Jr. Center for Public Management at the University of Massachusetts Boston

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- Online professional development course

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- Capacity sharing, including shared dispatch and shared staffing such as veterans agents and health officers
- Equipment sharing
- Developing and negotiating inter-municipal agreements

Charter Change and Government Study Committee Services

- Drafting of charter revisions or amendments
- Drafting of Special Acts
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- Interim management services

Government Services

- City/Town – School collaboration
- Information Technology Assessments
- Public Safety
- Organizational Reviews
- Revenue Maximization
- Departmental Operational Analysis
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- Economic Development Research
- Labor negotiations and dispute resolution
- Community needs assessment
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- Conference for new Mayors
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- Recruitment
- Interim Management
- Transition Services

Education and Training Services

- Online Performance Management course for Governments and Non-profits
- Myers Briggs Type Indicator assessments
- Management, supervisory and leadership training
- Human Resource Crisis Intervention
- Customized Professional Development

- Personnel Coaching

The Collins Center is
affiliated with the
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Studies.



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Boston, MA 02125

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Beth Ellen Antonio

From: Vincent Cameron
Sent: Friday, November 30, 2012 10:35 AM
To: Beth Ellen Antonio
Subject: Emailing: Rick Dacri, Dacri & Associates - Human Resource Management Consulting Firm - Professional Speaker, Executive Recruitment



dacri
 associates

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 - Debi Cherry, Office Manager
 Mamma Mia's Restaurants

"Engaging Rick Dacri was the best thing I have done. All his work on developing a harassment and discrimination program helped me avoid an expensive lawsuit on a baseless claim. Rick saved me a bundle and more importantly, reinforced that we're a great place to work."
 - Ken Moulison, President
 Moulison North Corp.

For advice on managing your employees and to receive a FREE digital copy of my book *Uncomplicating Management: Focus on Your Stars and Your*

Da

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Rick Dacri offers senior executives the human-relations expertise and hands-on skill they need to improve employee productivity and engagement, mitigate risk and position their organizations for suc

■ Dacri & Associates has a deep and sophisticated underst strategies and legal requirements, making the firm a trust counsel and support for employing human capital.

■ Rick Dacri makes managing people less complica supervisors how they can more effectively and easily eng its full potential.

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■ Rick Dacri connects effectively with people at all levels o an organization, often under difficult circumstances, to solve immediate problems and improve long-term performance.

■ Rick Dacri is the author of the book **"Uncomplicating Management."**

■ Check out Rick's **Uncomplicating Management® Training Program.**

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eNewsletter - **Dacri Report** - Rick's tips & insights

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**Reading Municipal Light Board of Commissioners
General Manager Search Committee
230 Ash Street Reading, MA 01867
Wednesday, October 3, 2012**

Start Time of Regular Session: 7:30 pm
End Time of Regular Session: 9:20 pm

Attendees:

Phil Pacino – RMLD Commissioner
Marsie West – RMLD Commissioner

George Hooper – CAB Member
Beth-Ellen Antonio – Human Resources Manager

Mr. Pacino called the meeting to order.

Minutes August 29, 2012

Ms. Antonio gave the members for review suggested changes by Ms. West. Changes were accepted
Mr. Hooper moved to accept the minutes of August 29, 2012, Ms. West seconded the motion.

Motion was approved with a show of hands 3:0:0

Minutes September 5, 2012

Ms. Antonio gave the members for review suggested changes by Ms. West. Changes were accepted
Mr. Hooper moved to accept the minutes of September 5, 2012, Ms. West seconded the motion.

Motion was approved with a show of hands 3:0:0

Next Meeting

Thursday, October 11, 2012 at 7:30 p.m. in the GM Conference Room

Executive Session

At 7:40 p.m., Ms. West made a motion seconded by George Hooper to enter into Executive Session to review the resumes of candidates and to return to Regular Session for the sole purpose of adjournment.

Motion carried by a show of hands 3:0:0.

Motion to Adjourn

At 9:20 p.m., Mr. Hooper made a motion seconded by Ms. West to adjourn the Regular Session

Motion carried by a raise of hands: 3:0:0

Mr. Pacino called for a poll of the vote:

Ms. West, Aye, Mr. Pacino; Aye; Mr. Hooper, Aye;

Meeting adjourned at 9:20 p.m.

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

Marsie West, Secretary
RMLD Board of Commissioners

**Reading Municipal Light Board of Commissioners
General Manager Search Committee
230 Ash Street Reading, MA 01867
Thursday, October 11, 2012**

Start Time of Regular Session: 7:45 pm
End Time of Regular Session: 8:30 pm

Attendees:

Phil Pacino – RMLD Commissioner
Marsie West – RMLD Commissioner

George Hooper – CAB Member
Beth-Ellen Antonio – Human Resources Manager

Mr. Pacino called the meeting to order.

Executive Session

At 7:50 p.m., Mr. Hooper made a motion seconded by Ms. West to enter into Executive Session to review the resumes of candidates and to return to Regular Session for the sole purpose of adjournment.

Motion carried by a show of hands 3:0:0.

Next Meeting

Friday, October 19, 2012 at 7:30 a.m. in the GM Conference Room

Motion to Adjourn

At 8:30 p.m., Ms. West made a motion seconded by Mr. Hooper to adjourn the Regular Session

Motion carried by a raise of hands: 3:0:0

Mr. Pacino called for a poll of the vote:

Ms. West, Aye, Mr. Pacino; Aye; Mr. Hooper, Aye;

Meeting adjourned at 8:30 p.m.

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

Marsie West, Secretary
RMLD Board of Commissioners

**Reading Municipal Light Board of Commissioners
General Manager Search Committee
230 Ash Street Reading, MA 01867
Friday, October 19, 2012**

Start Time of Regular Session: 7:50 am
End Time of Regular Session: 9:00 a.m.

Attendees:

Phil Pacino – RMLD Commissioner
Marsie West – RMLD Commissioner

George Hooper – CAB Member
Beth-Ellen Antonio – Human Resources Manager

Mr. Pacino called the meeting to order.

Executive Session

At 7:55 a.m., Ms. West made a motion seconded by Mr. Hooper to enter into Executive Session to review the resumes of candidates and to return to Regular Session for the sole purpose of adjournment.

Motion carried by a show of hands 3:0:0.

Next Meeting

Wednesday, October 24, 2012 at 7:30 a.m. at 123 Old River Road, Andover, MA 01810

Motion to Adjourn

At 9:00 a.m., Ms. West made a motion seconded by Mr. Hooper to adjourn the Regular Session

Motion carried by a raise of hands: 3:0:0

Mr. Pacino called for a poll of the vote:

Ms. West, Aye, Mr. Pacino; Aye; Mr. Hooper, Aye;

Meeting adjourned at 9:00 a.m.

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

Marsie West, Secretary
RMLD Board of Commissioners

**Reading Municipal Light Board of Commissioners
General Manager Search Committee
123 Old River Road Andover, MA
Wednesday, October 24, 2012**

Start Time of Regular Session: 7:40 am
End Time of Regular Session: 5:20 p.m.

Attendees:

Phil Pacino – RMLD Commissioner
Marsie West – RMLD Commissioner

George Hooper – CAB Member
Beth-Ellen Antonio – Human Resources Manager

Mr. Pacino called the meeting to order.

Executive Session

At 7:45 a.m., Ms. West made a motion seconded by Mr. Hooper to enter into Executive Session to conduct preliminary interviews and return to Regular Session for the sole purpose of adjournment.

Motion carried by a show of hands 3:0:0.

Mr. Pacino called for a poll of the vote:

Ms. West, Aye; Mr. Hooper, Aye; Mr. Pacino, Aye.

Next Meeting

Thursday, November 1, 2012 at 6:30 p.m.

Motion to Adjourn

At 5:20 p.m., Ms. West made a motion seconded by Mr. Hooper to adjourn the Regular Session

Motion carried by a raise of hands: 3:0:0

Mr. Pacino called for a poll of the vote:

Ms. West, Aye, Mr. Pacino, Aye; Mr. Hooper, Aye;

Meeting adjourned at 5:20 p.m.

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

Marsie West, Secretary
RMLD Board of Commissioners

**Reading Municipal Light Board of Commissioners
General Manager Search Committee
230 Ash Street,
Thursday, November 1, 2012**

Start Time of Regular Session: 6:40 p.m.

End Time of Regular Session: 7:00 p.m.

Attendees:

Phil Pacino – RMLD Commissioner

George Hooper – CAB Member

Marsie West – RMLD Commissioner

Staff:

Beth-Ellen Antonio – Human Resources Manager

Mr. Pacino called the meeting to order.

Executive Session

At 6:45 p.m., Ms. West made a motion seconded by Mr. Hooper to enter into Executive Session to discuss final candidates for the General Manager position and return to Regular Session for the sole purpose of adjournment.

Motion carried by a show of hands 3:0:0.

Mr. Pacino called for a poll of the vote:

Ms. West, Aye; Mr. Hooper, Aye; Mr. Pacino, Aye.

Motion to Adjourn

At 7:00 p.m., Ms. West made a motion seconded by Mr. Hooper to adjourn the Regular Session

Motion carried by a show of hands: 3:0:0

Mr. Pacino called for a poll of the vote:

Ms. West, Aye, Mr. Pacino; Aye; Mr. Hooper, Aye;

Meeting adjourned at 7:00 p.m.

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

Marsie West, Secretary
RMLD Board of Commissioners