

AGENDA ITEM - 05

SHREWSBURY ELECTRIC & CABLE OPERATIONS COMMISSION MEETING

March 10, 2020

8:00 AM

MINUTES

PRESENT: R. HOLLAND
M. LEMIEUX
M. REFOLO

ABSENT: K. MARSHALL
A. TRIPPI

OTHERS

PRESENT: M. HALE
T. KENNEDY
K. ANDERSON - HR Director, Town of Shrewsbury
K. RYBA

1. Meeting Called to Order – 8:12 AM

2. Review and Approve Bill Schedules

Bill schedules were reviewed and approved

3. Discuss General Manager Search Process

R. Holland stated that the reason for the meeting was to discuss the future hiring of the replacement for M. Hale.

M. Hale made note of all in attendance then turned the meeting over to K. Anderson.

Using the overhead monitor, K. Anderson illustrated that she created folders on a Google drive for each member of the Search Committee for their individual notes and comments. A second folder was created with a matrix that will contain information to be shared with members when there are group meetings.

K. Anderson will preload shared information i.e. name of the applicant, years of experience, comments, interview questions, notes etc. She emphasized “appropriate” notes and pointed out a list of questions/categories to avoid.

She suggested that SELCO not post the ad on “Indeed” at least for the first two weeks. After the two weeks, reevaluate the option if the committee is not satisfied with the number of candidates.

M. Hale suggested SELCO place the ad with New England Public Power Association (NEPPA), Mass Municipal Association (MMA), and the American Public Power Association (APPA.) The search will continue as to finding a cable trade journal. K. Anderson added that the ad also be placed in “LinkedIn.”

M. Hale suggested that the Commission meet next week to develop the interview questions.

Following further discussion,

A motion:

To approve the job advertisement and job description as provided.

Motion made by R. Holland and seconded by M. Refolo.

The motion carried unanimously.

While discussing the scheduling of the next GM Search Committee meeting on March 17, 2020, the decision was rendered to merge the regularly scheduled March 24, 2020 Commission meeting with the GM Search Committee meeting on March 17, 2020.

4. Meeting Adjourned – 8:37 AM

A motion:

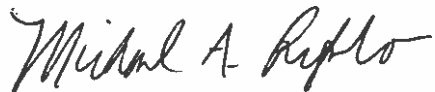
Adjourn the Commission meeting.

Motion made by M. Refolo and seconded by R. Holland.

The motion carried unanimously.

The next SELCO Commission and General Manager Search Committee meetings are scheduled for Tuesday, March 17, 2020 at 8:00 AM.

Respectfully submitted,

A handwritten signature in black ink that reads "Michael A. Refolo". The signature is written in a cursive style with a large initial 'M' and a long, sweeping underline.

Michael Refolo, Acting Clerk
SELCO Commission