

PRINCETON MUNICIPAL LIGHT DEPARTMENT  
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**BOARD OF LIGHT COMMISSIONERS**  
**July 15, 2020**  
**SPECIAL ZOOM PUBLIC MEETING MINUTES**

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The public meeting was called to order at 4:00 PM.

Present were: Commissioner/Chairman- Rick Rys, Commissioner- Chris Conway, Commissioner- Richard Chase, PMLD Interim General Manager- Gary Harrington, Brian Booth, Ashley Reddy, Phil Gott, Sean Hamilton, Rick White, Helga Lyons, Karen Cruise and Karen Mammon

**Agenda:**

The Board voted unanimously in favor (3-0) to accept the July 15, 2020 agenda as written.

**Add 7<sup>th</sup> Member to Selection Committee for PMLD Manager** - Commissioner Rys went over the list of Selection Committee Members who have accepted the position:

1. Helga Lyons
2. Karen Cruise
3. Sean Hamilton
4. Jim Whitman
5. Phil Gott
6. Gary Harrington

The Board came up with five alternates for the 7<sup>th</sup> position. After much discussion on each candidate and narrowing the choices down to three, the Board decided Brian Booth would be the best choice. All agreed unanimously in favor (3-0).

**Salary Range for PMLD Manager**- The Board and Mr. White discussed what the salary range should be when a new General Manager is hired. Mr. White mentioned it would depend on what experience the candidate has in the Management and Operations of a small municipality. After much discussion, a motion was made the salary range for the new General Manager would be from \$124,000 to \$140,000. The Board voted unanimously in favor (3-0) to approve the salary range.

**Job Description and Brochure Drafts**- Commissioner Rys shared with the Board before Mr. Allen left PMLD, he had written up a basic job description for the General Manager. The Board discussed Mr. White's draft of the brochure. Commissioner Chase had tweaked a few things. The Board decided to have Mr. White take what Commissioner Chase added/changed and tweak the brochure to make it two pages. Commissioner Rys has put together 11 documents for the Search Committee.

1. 2019 DPU Report-Princeton
2. Career Opportunity Brochure -PMLD Draft-General Manager
3. Community Leader-Synthesis of PMLD- Mr. White Interview
4. General Manager Job Description
5. Inventory of Possible Questions
6. PMLD Fact Sheet 2020 (basics of PMLD)
7. PMLD Staff Synthesis- Mr. White Interview
8. Princeton Circuit Map
9. Selection Committee
10. Vehicle Workbook
11. PMLD Power Balance- Sources & Uses

All copies of these documents will be placed on file. Commissioner Rys asked about the next steps. Mr. White went over approximately how many meetings will be needed, what will happen during the first meeting. The second meeting will be planning, screening and suggested questions to be asked during the interview process. Mr. White also let the Search Committee know they will need to be sworn in by the Town Clerk, appoint a Recording Secretary and Chairman. Mr. White went over his role in the search process. The first meeting will be sometime after Labor Day.

**Vineyard Wind BOEM- (Bureau of Energy Management)**-Commissioner Rys spoke about his interest in the wind project. Commissioner Rys would like to send a letter of support to the Vineyard Wind BOEM from PMLD. A motion was made to send a letter on PMLD letterhead from Interim Manager Gary Harrington to BOEM in support of the Cape Wind Project. The Board voted unanimously in favor (3-0).

**At 5:27 PM the Board voted unanimously in favor (3-0) to adjourn the meeting.**

***Respectfully Submitted,***

***Karen Mammone  
Recording Secretary***