

MARBLEHEAD MUNICIPAL LIGHT COMMISSION  
Wednesday, February 18, 2015  
80 Commercial Street, Marblehead, MA

Minutes

Present for the meeting were: Chairman Hull, Commissioners Homan, Kowalik and Tumulty, General Manager Hadden, Business Assistant Stone, Energy Services Advisor Snow and Lead Customer Service Rep Milan.

- 1) Chairman Hull opened the meeting at 4:13 P.M. and proceeded with agenda item one – Discuss Accounting firm search.

The Commission discussed the process of selecting a new accounting firm/auditor for 2014. The Commission suggested getting in touch with the Town's auditor, Powers & Sullivan and possibly calling a few other municipals to see who they use as their auditors. The Commission suggested a timetable as such to get a new firm on board by the end of this month, a hire date by March 15<sup>th</sup> and a start date by March 31<sup>st</sup>.

- 2) Chairman Hull proceeded with agenda item two – Discuss website vendor options.

The Commission and Energy Services Advisor Snow discussed the two main options, one being a larger company the Town uses Civic Plus which Commissioner Kowalik prefers and the other one being a smaller company Comfort Zone, which Energy Services Advisor Snow prefers. The Commission is also going to talk to John McGinn regarding Civic Plus to get some more information. There will be further discussion at a future meeting.

- 3) Chairman Hull proceeded with agenda item three – Discuss administrative office hours.

Lead Customer Service Rep Milan and Energy Services Advisor Snow discussed with the Commission a proposal to change the administrative office hours to 7:30 – 5:00 with thirty minute lunches Monday thru Thursday and either 7:30 – 11:30 or 8:00 – 12:00 or something similar on Fridays similar to the rest of the Town offices.

Chairman Hull suggested they come up with some sort of actual schedule first to the board which could be voted on at the next Commission meeting.

- 4) Chairman Hull proceeded with agenda item four – Discuss subcommittees, i.e. Alternative energy, Building renovation and Website.

Chairman Hull assigned Commissioners Kowalik and Tumulty to the Alternative energy subcommittee, Commissioner Homan and himself to the Building renovation subcommittee and Commissioners Kowalik and Tumulty to the Website subcommittee.

It was moved by Commissioner Tumulty, second by Commissioner Homan and unanimously.

Vote #2015-5

Voted: To allow the Chairman to sign the payroll on behalf of the board in their absence representing their proxy.

- 5) Chairman Hull proceeded with agenda item five – Move to go to Executive Session; Personnel Matters. Not to return to Open Session.

Chairman Hull took a poll vote of the Commission to go into Executive Session; Personnel Matters. Not to return to Open Session. Commissioner Tumulty – yes; Commissioner Kowalik – yes; Commissioner Homan – yes; Chairman Hull – yes.

Vote #2015-6

Voted: Move to go to Executive Session at 5:45 P.M.; Personnel Matters. Not to return to Open Session.