

# Rowley Municipal Lighting Plant



**July 10, 2019 Commissioner's Meeting**

**7:00 PM – Rowley Town Library – Salt Marsh Room**

Commissioners Present: Bryan DiPersia, Mark Cousins, Sayad Moudachirou. Also in attendance was General Manager Matthew Brown, Office Manager Eric Grover

See attendance sheet for the public sign-in.

Bryan DiPersia opened the meeting at 7:05 PM

## ***Citizen Query***

Nobody from the general public participated in this citizen's query.

## ***Welcome New Board Member***

Mark Cousins asked how the prior boards worked in regard to rotation of officers. I said there really has never been a formal system since I have been taking minutes, but any suggestion would be nice. Cousins suggested a rotation schedule as follows:

Byran DiPersia – Chairman

Mark Cousins – Clerk

Sayad Moudachirou

*Mark Cousins made the motion to elect Bryan DiPersia to the chairman of the board. Sayad Moudachirou seconded the motion. Bryan DiPersia abstained. Two voted for and one abstained at 7:07 PM.*

*Sayad Moudachirou made the motion to elect Mark Cousins to the clerk of the board. DiPersia seconded the motion. Mark Cousins abstained. Two voted for and one abstained at 7:08 PM.*

## ***Review and Approve Meeting Minutes***

After reading the minutes from the previous meetings session from May 15<sup>th</sup>, May 24<sup>th</sup>, & June 14<sup>th</sup> 2019 provided, there were no corrections.

*Mark Cousins made the motion to accept the regular minutes for 5/15-5/24/-6/14. Bryan DiPersia seconded the motion. Two voted for and one abstained at 7:11 PM.*

### ***Signature Verification Form [Warrants/Payroll]***

The signature verification sheet has gone through a few revisions between the board and Sue Bailey. We now have a final copy ready to be voted into tonight's minutes to make it official.

*Mark Cousins made the motion for purposes of a single signoff sheet on accounts payable and payroll. Bryan DiPersia will be the primary signer and Mark Cousins will be the secondary signer for the form to be supplied at next month's meeting accepted by Sue Baily. Bryan DiPersia seconded the motion, and everyone voted in favor at 7:17 PM.*

### ***Future Meetings Times/Locations***

The discussion of future meeting times and places were brought up. Bryan DiPersia felt that evening meetings after normal business hours seemed to work for most of the public. If they were in the mornings, DiPersia never would be able to attend due to his work schedule. If we were to have some morning meetings, it would persuade people to come in. Mark Cousins said it would limit access for people to come and visit the RMLP if it was in the mornings. He stated that at the Wakefield MLP, they have a complaint log where the general public can log a complaint and the board and manager could meet with them on the issue. They also flip flop back from mornings to evenings during the year so everyone can make a meeting. With that, employees wouldn't go unstaffed at the RMLP during those morning meetings. Sayad Moudachirou said the flexibility would work for him as he works from home and is around the community. After some discussion, it was thought that moving the meetings to 6:00 PM on the second Wednesday of the month would make it more convenient. So, we will start this in the next cycle of meeting started in September as August doesn't warrant a lot on the agenda.

### ***Annual RMLP Account Write-offs***

Manager Brown presented the board with a list of uncollectable revenue that needs to be written off the books for 2019. They are customers from our collection agency that have exhausted all their means of collecting or old customers with a +/- \$50.00 not being able to be collected through the RMLP. One comment Mark Cousins made was that we should do away with the names on the sheet as it becomes public record. It was noted to do for next year.

*Mark Cousins made a motion to accept the write offs from the manager ending 6-30-19 for \$845.30. Bryan DiPersia seconded the motion. All voted in favor at 7:58*

### ***PPA's and Public Record Request***

Manager Brown just wanted to let the group know a public records request came in from a firm requesting what we have for purchase power agreements. Brown ran the question of answering through legal and they said it was ok to send out. The request is due by the end of July.

### ***Social Media [RMLP Facebook Page]***

At this time, RMLP has a Facebook account. It hasn't seen much use as it hasn't been promoted to the general public. The department is currently updating their website and at that time push for more Facebook viewers. Once we are up and running, we can promote more green energy and energy saving tips.

**Adjournment**

*Bryan DiPersia made the motion to adjourn. Mark Cousins seconded. All voted in favor in favor at 8:22 PM.*

Minutes submitted by Eric R. Grover

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Bryan DiPersia, Chair

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Mark Cousins, Member

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Sayad Moudachirou