

**WELLESLEY MUNICIPAL LIGHT PLANT  
DIRECTOR SEARCH COMMITTEE  
MINUTES OF MARCH 1, 2019**

The Municipal Light Plant (“MLP”) Director Search Committee (“Committee”) met in the Gordon F. Kingsley Board Room, 4 Municipal Way at 10:30 AM.

**PRESENT**

Those present included Committee Members Katherine L. Babson, Jr., Edward C. Hall, Debra J. Healy, Thomas E. Peisch, Edward J. Stewart, III and Thomas H. Ulfelder. Also in attendance were Town Counsel Thomas J. Harrington, Mycoff, Fry & Prouse Principal Carl A. Mycoff and MLP Director Richard F. Joyce.

**Open Meeting Law.** Attorney Harrington reviewed the Commonwealth’s open meeting laws and provided examples of those search activities that are required to be deliberated in Public Session and those allowed in Executive Session. Mr. Harrington asked Mr. Joyce to obtain copies of the open meeting law requirements from the Town Clerk and distribute to all Committee Members. A lengthy discussion took place with respect to electronic communications. Mr. Harrington left the meeting at 11:10 AM.

**Election of Chair.** Upon a motion made by Mr. Peisch and seconded by Ms. Babson it was unanimously

**VOTED:** To appoint Municipal Light Board Chair Edward J. Stewart, III as the Chair of the Director Search Committee.

Mr. Joyce agreed to fill the role of Secretary and take responsibility for the Committee’s minutes.

**Committee Role.** Mr. Mycoff reviewed the traditional role of an executive search committee. Mycoff, Fry & Prouse will lead a nation-wide search to identify qualified candidates. Resumes and other pertinent information of the most qualified individuals will be provided to the Committee. The Committee discussed whether current MLP employees would be considered. Mr. Mycoff expressed support for their inclusion. Mr. Stewart was of the opinion the Board wanted employees included. The Committee will evaluate each candidate and select the three or four individuals best suited to serve as Wellesley’s MLP Director. Each of these selected finalists will be interviewed by the Wellesley Municipal Light Board (“Board”) in Public Session. The Board will select the most qualified individual in Public Session.

**Timeline.** Mr. Mycoff and the Committee established a tentative schedule to meet the July 31, 2019 retirement date. The Committee asked Mr. Mycoff to accelerate the search wherever possible to meet potential, unforeseen delays.

**Position Description/Qualities.** All Committee Members discussed the draft *Position Description*. Mr. Mycoff explained how the *Position Description* responsibilities differed from the qualities the Board and Committee would want the MLP Director to have. Mr. Mycoff committed to drafting a revised *Position Description* based on the Committee’s feedback and to providing a timeline for various benchmarks to meet the July 31, 2019 retirement date.

**ADJOURNMENT**

The Committee Meeting adjourned at 12:50 PM.

Respectfully submitted,

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Richard F. Joyce, Secretary  
Municipal Light Plant Director Search Committee