

PASCOAG UTILITY DISTRICT – POLICY SUBCOMMITTEE

MINUTES

The Policy Subcommittee meeting of the Pascoag Utility District Board of Utility Commissioners was held on Monday, February 25, 2013 at 5:00 pm in the District office, Pascoag 253 Pascoag Main Street, Pascoag, RI.

Members Present: Al Palmisciano and Wallace Lees

Members Absent:

Also in Attendance: Michael Kirkwood, General Manager and Judith Allaire, Assistant General Manager of Finance

Chairman Palmisciano opened the meeting at 5:00 pm.

1. Organizational Discussion

Mr. Kirkwood stated that Ms. Allaire will be retiring within three years and Ms. Cournoyer will be retiring within two years. Mr. Kirkwood would like to start training staff and hopefully promote from within.

Mr. Lees is not in favor of testing for new positions; he would rather rely on the General Manager for his input on promotions. Mr. Kirkwood has planned to restructure the organizational layout of the office in preparation for these retirements. He asked the Subcommittee to approve the concept of a new organizational chart which would divide the Electric Department into three areas-Administration, Customer Service/Finance and Operations, with heads of each department reporting directly to him.

Mr. Lees made a motion to approve the concept of the organizational chart, seconded by Mr. Palmisciano. The vote in favor was unanimous.

2. Adjournment

Mr. Lees made a motion to adjourn the meeting, seconded by Mr. Palmisciano. The vote in favor was unanimous. The meeting was adjourned at 5:27PM.

Wallace Lees, Secretary

Board of Utility Commissioners

Desarae Dolan, Recording Secretary