

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE
HARDWICK ELECTRIC DEPARTMENT

A regular meeting of the Board of Commissioners of the Hardwick Electric Department was held on the 19th day of MARCH, 2018 at the hour of 6:00 PM at the Hardwick Electric Offices in Hardwick, Vermont.

Those present and attending said meeting were:

Lynne Gedanken, Chairperson

David Mitchell, Commissioner

Nat Smith, Commissioner, Commissioner

Brad Ferland, Commissioner

Absent was:

Gina Campoli, Commissioner

Also Present was:

Mike Sullivan, General Manager

Jessica Patterson, Executive Assistant/Business Accountant

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Board Chairperson Gedanken called the meeting to order. 6:05 PM

Following discussion, it was voted to approve the agenda as printed.

AGENDA

Minutes of the February 19, 2018 Regular meeting were reviewed. Following discussion upon motion by Commissioner Smith, seconded by Commissioner Ferland it was voted to accept the minutes as printed. Minutes of the March 13, 2018 Emergency meeting were reviewed. Following discussion, upon motion by Commissioner Smith, seconded by Commissioner Mitchell it was voted to accept them as printed.

MINUTES

The Board reviewed and discussed the past couple audit management letters concerning implementing processes recommended in those reports. The Board reviewed and discussed a memo from Jon Jewett and his recommendations.

**POLICIES &
PROCEDURES**

The Manager presented the Board with a proposed fraud policy. Following discussion, upon motion by Commissioner Gedanken, seconded by Commissioner Ferland it was voted to adopt and approve the fraud policy with the changes discussed.

The Manager presented the Board with a draft copy of a Personnel Policy for them to review and will be discussed at next month's regular board meeting

Upon motion by Commissioner Gedanken, it was determined public discussion on a personnel matter could prejudice the Hardwick Electric Department, seconded by Commissioner Ferland that it was voted to enter into executive session. 7:45 PM

**EXECUTIVE
SESSION**

Return to regular session. 8:11 PM

Following discussion it was decided to complete the notice for sexual harassment with information on who, beyond the supervisor, should/could be notified. The Board decided that the General Manager should be added and one of the Commissioners, who will be delegated at the next board meeting with full attendance.

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Upon motion by Commissioner Gedanken, it was determined that the premature disclosure of a litigation matter could prejudice the interests of the Hardwick Electric Department, seconded by Commissioner Smith it was voted that the Board enter Executive Session. 8:13 PM

**EXECUTIVE
SESSION**

Return to regular session. 8:18 PM

There being no further business to come before the Board, upon motion by Commissioner Ferland, it was voted to adjourn the meeting. 8:18 PM

ADJOURNMENT



Acting Recorder: Mike Sullivan



Chairperson: Lynne Gedanken