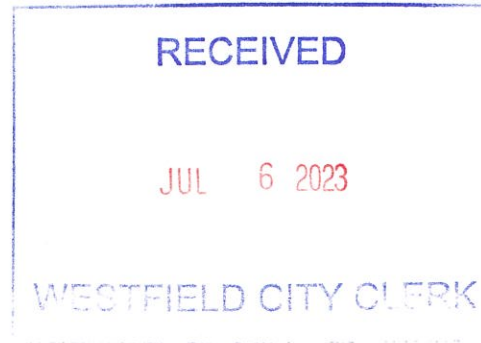


**Westfield Gas & Electric
HR Subcommittee of the
Municipal Light Board
Regular Meeting Minutes
April 24, 2023**



Location: Gas & Electric Operations Center, 40 Turnpike Industrial Rd. GM- OPS Conference Room, Westfield, MA

The meeting was called to order at 4:34 p.m.

I. CALL TO ORDER

Commissioner Renaudette, Chair of the HR Subcommittee of the Municipal Light Board called the meeting to order.

II. ROLL CALL was taken as follows:

Present:

Ward #3 Commissioner, Dawn Renaudette, Chair
Appointed Commissioner, Joseph B. Mitchell
Ward #4 Commissioner, Francis L. Liptak

Absent:

Present: 3 Absent: 0

**III. REPORTS FROM THE MUNICIPAL LIGHT BOARD HUMAN RESOURCES
SUB- COMMITTEE:**

A. Action Required Items

- a) **Review of General Manager Evaluation-** HR Subcommittee will look at the current evaluation and see if there are any areas that can be combined and when evaluation is being completed there is some repetitive/duplicative sections. We will make notes individually and then come together at another meeting with suggestions.
- b) **Standardization of bonus process-**HR Subcommittee agreed to discuss the standardization of bonus process first. The main purpose of calling the meeting was to discuss a standardized way to bonus the General Manager. The history of bonuses at Westfield Gas & Electric was provided from Commissioner Liptak, there were no bonuses until General Manager, Daniel Howard, it wasn't clear why the bonuses started then or what the amount given. The following questions were raised amongst the HR

Subcommittee:

1. Is this industry standard to bonus a General Manager?
2. What is the current bonus structure used for management?
3. Is there bonus structure language being negotiated in the management guild contract?
4. Is there a bonus structure among the General Manager's peers that we could use?

HR Subcommittee Chair-Renaudette will set to meet with the General Manager to discuss what he is looking for, to try to obtain the current management bonus structure and see if there is a structure/formula among GM peers.

- c) Discussions around General Manager benefits aligning with unions- HR Subcommittee looking at the Management Guild contract once it's executed and have the General Manager's contract mirror theirs.

IV. ADJOURNMENT

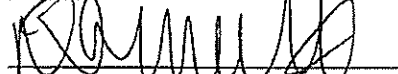
On the motion of Commissioner Mitchell, seconded by Commissioner Liptak, it was unanimously:

VOTED: To adjourn the regular session of the HR Subcommittee of the Municipal Light Board.

Chairperson Renaudette declared the regular session portion of the meeting adjourned at 5:02 p.m.

A TRUE RECORD.

Attest:


Dawn Renaudette, Chair