

Cape Light Compact JPE Preliminary Screening Committee for Compact Administrator Position

DATE: Thursday, November 6, 2025
LOCATION: Virtual Zoom Meeting
TIME: 2:00 – 4:00 p.m.

Note: The meeting will be held as a virtual meeting pursuant to St. 2025, c. 2, which extends the temporary provisions pertaining to remote meetings of public bodies under the Open Meeting Law to June 30, 2027. Members of the Public can join in by audio and follow along with Meeting Materials, see the information below. Written public comments should be submitted to Maggie Downey, Compact Administrator, at mdowney@capelightcompact.org by 2:00 PM on Wednesday, November 5, 2025. Written public comments received after the November 5th deadline will be distributed to the Preliminary Screening Committee prior to the next committee meeting.

Telephone dial-in: +1 (305) 224-1968
Meeting ID: 860 2286 9862
Passcode: 731355

AGENDA

1. Public Comment
2. Approval of August 18, 2025 and September 25, 2025 Minutes
3. Enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(8) to review resumes and consider or interview applicants for employment or appointment by a preliminary screening committee for selection of finalists to be presented to the Cape Light Compact Board for possible appointment as Chief Administrative Officer. To have the discussion in an open session will be detrimental to the ability of the Cape Light Compact to attract qualified applicants for the position. Not to return to open session.

**Cape Light Compact JPE
Screening Committee
Meeting Minutes
Monday, August 18, 2025**

The Cape Light Compact JPE Board of Directors met on Monday, August 18, 2025, at 9:00 a.m. The meeting was held as a virtual meeting pursuant to St. 2025, c. 2, which extends the temporary provisions pertaining to remote meetings of public bodies under the Open Meeting Law to June 30, 2027.

Participating Were:

1. Bill Doherty, Bourne Alternate
2. Colin Odell, Executive Committee, Brewster
3. Tom McNellis, Eastham
4. David Jacobson, Orleans Alternate
5. Nicola Blake, Executive Committee, West Tisbury

Absent Were:

1. Tim Carroll, Chilmark
2. Valerie Bell, Harwich

Legal Counsel Participating Remotely:

Audrey Eidelman Kiernan, Esq., KO Law, P.C.

Staff Participating:

Melissa Allard, Senior Administrative Coordinator

Consultants:

Bernard Lynch, Community Paradigm Associates, LLC

Public Participants:

None.

Bernie Lynch called the meeting to order at 9:06AM.

Public Comment:

No written comments were received in advance of the meeting and no members of the public were present for public comment.

ORGANIZATIONAL MEETING:

1. Nomination and Potential Vote for Committee Chair

Bernie Lynch asked if there were any nominations for Chair.

Bill Doherty nominated Colin Odell for Chair of the Screening Committee.

Bill	Doherty	Bourne	Yes
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Colin	Odell	Brewster	Yes
Tom	McNellis	Eastham	Yes
David	Jacobson	Orleans	Yes
Nicola	Blake	West Tisbury	Yes

Motion carried in the affirmative (5-0-0)

The Screening Committee determined that a Vice-Chair and Secretary would be needed as well.

2. Nomination and Potential Vote for Committee Vice Chair

Tom McNellis nominated Bill Doherty for Vice-Chair of the Screening Committee.

Bill	Doherty	Bourne	Yes
Colin	Odell	Brewster	Yes
Tom	McNellis	Eastham	Yes
David	Jacobson	Orleans	Yes
Nicola	Blake	West Tisbury	Yes

Motion carried in the affirmative (5-0-0)

3. Nomination and Potential Vote for Committee Secretary

Bill Doherty nominated Tom McNellis for Secretary of the Screening Committee.

Bill	Doherty	Bourne	Yes
Colin	Odell	Brewster	Yes
Tom	McNellis	Eastham	Yes
David	Jacobson	Orleans	Yes
Nicola	Blake	West Tisbury	Yes

Motion carried in the affirmative (5-0-0)

BRIEF UPDATE ON SCREENING COMMITTEE PROTOCOLS FROM COUNSEL AT KO LAW, P.C.:

Audrey Eidelman Kiernan stated she had a few things to note as the Committee moves forward. She stated that meeting minutes must be taken and detailed, just like any open meeting. She stated that they must be approved in a timely manner, either within the next 3 meetings or 30 days. She stated that communications with each other over e-mail are public records and subject to the public records law. She stated the best practice is the have Bernie Lynch give the Committee directions on what should and shouldn't be communicated over email.

Tom McNellis asked what meetings will be in open session and what meetings will be in executive session. Colin Odell stated that executive session meetings will be for discussing individual applicants and their qualifications. Bernie Lynch stated that executive session will also be for when candidates are interviewed.

Bernie Lynch stated that he is working on a document that will be presented to the Committee to review. He stated that it will be used as a marketing tool to obtain applicants and serve as a basis for reviewing and

assessing the candidates. He stated that he is also looking to get feedback from some of the Town Managers/Town Administrators as well. Nicola Blake stated that Tim Carroll who is on this Committee but not present today is a Town Administrator and Bernie Lynch should speak with him. Bernie Lynch stated that he hopes to have the draft of the document done by the second week of September. He stated he will send it to the Committee and if anyone has comments on the document, they should send them to him and then the Committee can go over them at the next meeting.

Bill Doherty asked how to go communicating questions that come up outside of meetings whether it be in regard to process or something else. Tom McNellis suggested that the Committee should consider a policy that communication should go through Colin Odell as Chair. Colin Odell agreed.

Colin Odell asked when it comes to votes is the Committee bound to a simple majority. Audrey Eidelman Kiernan answered yes. Audrey Eidelman Kiernan stated that meeting notices and agendas must be posted 48 business hours prior to the meetings. She stated that Colin Odell and Bernie Lynch should draft the agenda and get it to Melissa Allard to post on the Compact's website. Next Committee meeting was scheduled for September 25, 2025 at 12:30PM.

ADJOURNMENT:

Motion to adjourn was made at 9:42AM moved by Bill Doherty, seconded by Tom McNellis.

Bill	Doherty	Bourne	Yes
Colin	Odell	Brewster	Yes
Tom	McNellis	Eastham	Yes
David	Jacobson	Orleans	Yes
Nicola	Blake	West Tisbury	Yes

Motion carried in the affirmative (5-0-0)

Respectfully submitted,

Melissa Allard

LIST OF DOCUMENTS AND EXHIBITS:

- Meeting Notice/Agenda

**Cape Light Compact JPE
Screening Committee
Meeting Minutes
Monday, September 25, 2025**

The Cape Light Compact JPE Board of Directors met on Thursday, September 25, 2025 at 12:30 p.m. The meeting was held as a virtual meeting pursuant to St. 2025, c. 2, which extends the temporary provisions pertaining to remote meetings of public bodies under the Open Meeting Law to June 30, 2027.

Participating Were:

1. Bill Doherty, Bourne Alternate
2. Colin Odell, Executive Committee, Brewster
3. Tim Carroll, Chilmark
4. Tom McNellis, Eastham
5. David Jacobson, Orleans Alternate
6. Nicola Blake, Executive Committee, West Tisbury

Absent Were:

1. Valerie Bell, Harwich

Staff Participating:

Melissa Allard, Senior Administrative Coordinator

Consultants:

Bernard Lynch, Community Paradigm Associates, LLC
Sharon Flaherty, Community Paradigm Associates, LLC

Public Participants:

None.

Colin Odell called the meeting to order at 12:35PM.

Public Comment:

No written comments were received in advance of the meeting and no members of the public were present for public comment.

REVIEW AND APPROVE POSITION STATEMENT PREPARED BY COMMUNITY PARADIGM:

Bernie Lynch stated that the Chief Administrative Officer position statement provided to the Screening Committee about a week and a half ago was developed largely using materials provided by the Compact, the feedback from the Board, results from the survey that went out to staff, and comments from Town Managers/Administrators. He stated that some of their comments will be more relevant to us as we get into the interview process. He stated that it was then sent to Maggie Downey to review. The suggestions she made were incorporated as well.

Bernie Lynch stated that he received some feedback in the past week and made changes to the document before an updated version was sent to the committee yesterday. He stated that additional comments from David

Jacobson sent to him last night were incorporated, and he sent that version out earlier today. David Jacobson added that under “Initiatives” the bullet that says, “supporting equitable services” and he stated that it is a bit vague. He stated that it should say “supporting equitable energy-related services.”

Tom McNellis stated that he thinks different pictures should be used in the document to better depict what the Compact does. He stated that he thinks a picture of heat pumps depicts more of what the Compact does than the installation of insulation. Also, the picture of the electric towers should be changed as the Compact does not have anything to do with the distribution system. He stated that he is willing to send some other pictures as options to replace the existing ones. Bernie Lynch stated that would be great.

Tom McNellis stated that on page two it says, “may also implemented an energy efficiency plan” and that we should be more definitive. Bernie Lynch stated that we can change that to “has also implemented.” Tom McNellis stated that on page three the first bullet says, “managing and implementing the Massachusetts Three-Year Energy Efficiency and Decarbonization Plan.” He stated that we don’t solely manage it though. Sharon Flaherty stated that we can add “for the Cape and Martha’s Vineyard” at the end.

Tim Carroll stated that he would like to see a bullet under “the position” that talks about being a liaison with the towns and the administrations because the Cape Light Compact has been very good at being almost a branch of local municipal government in some ways, and certainly as a peer.

Bill Doherty stated that under “ideal candidate” one of the bullets notes “thorough knowledge of the Cape Light Compact” and that it should say “thorough knowledge and understanding.” Tom McNellis stated that another bullet under “ideal candidate” says “Ability to interpret technical and scientific information and translate for public officials and the general public to guide informed decision making” and that maybe we should add regulatory in there. Colin Odell stated that we replace “technical” with “regulatory”.

Tom McNellis asked if under “ideal candidate” there should be a bullet that establishes a working relationship worth the Board. Colin Odell stated that we could add the word “internal” to an existing bullet to say, “a variety of internal public and private groups.” Tom McNellis stated that we should change the bullet that says, “holds a valid Massachusetts motor vehicle operator’s license” to “holds or has the ability to obtain.”

Tom McNellis stated that under “the position” there is a bullet that talks about regulatory and judicial proceedings, and it says, “managing the Compact’s legal affairs.” He stated that it is slightly different than representing the Compact at those proceedings. Bernie Lynch stated that we could write it to say, “managing the Compact’s legal affairs, including directing and/or representing the Compact’s participation in regulatory and judicial proceedings.”

Tim Carroll stated that he thinks that it is important to note that the Compact is trying to save ratepayers money. He stated that it could be noted at the end of the third paragraph on the first page, such as ensuring funds collected from the Cape and Vineyard residents and business are reinvested back into the community. Bernie Lynch stated that David Jacobson brought up that we should also ask for references when asking for the cover letter and resume. He stated that his own preference is that we do not ask for references in the initial submission, but at the final stage. He stated that it could be a concern of potential candidates that we would just call up their references at any point and jeopardize their current position. David Jacobson stated that with that explanation he agrees to not request the references in the initial submission.

Bernie Lynch stated that the salary range is very broad. He stated that we can leave it like that, but another option would be when we post the position is to list the midway point and add a plus and minus. David

Jacobson stated that he would like to see the max listed because it is hard to get candidates to come to Cape Cod. Tim Carroll stated that the Compact is subject to approval of the state regulatory agency for the budget, and it is a matter of public record. He stated that he thinks we should stick with the range as he is worried that if the top range is not there, we may lose some qualified candidates, but we also don't want to say that we won't start somebody off at step one either. Bernie Lynch stated that we could put in a number and put a plus and minus sign and then add "depending on qualifications".

Tim Carroll stated that the Compact paid the Collins Center to do a compensation study and the Board voted to adopt it. Colin Odell stated that the salary range from the study should be adjusted for Cost of Living, and that he'd like to review the report. Melissa Allard stated that she will find the report and send to Colin Odell and Bernie Lynch. Bernie Lynch stated that he would like to post the position next week and therefore would like to know the Committee's input on how they would like the salary range stated in the document after he confirms the numbers. Tim Carroll stated that he defers to the group but thinks that the document should talk about the top range of the salary so that qualified candidates aren't deterred from applying. Tom McNellis stated that he is fine leaving it up to Bernie Lynch.

Tom McNellis asked how the Committee will select individuals for interviews. Bernie Lynch stated that he will send the resumes before the next meeting to the Members, to be reviewed at the Committee meeting for consensus on a list of candidates they feel should be interviewed.

DISCUSS WITH COMMUNITY PARADIGM THE PLANNED RECRUITMENT STRATEGIES

Colin Odell asked what the planned recruitment strategies are. Bernie Lynch stated that they will be posting it in the usual places like the Compact website, the Community Paradigm Associates website, Massachusetts Municipal Association, LinkedIn, etc. Colin Odell stated that Bernie Lynch should also look at energy-related trade organizations such as the Association of Energy Service Professionals. Bernie Lynch stated that if anyone else comes up with suggestions to let him know. Bernie Lynch stated that he is hoping to receive 15-20 resumes.

Bernie Lynch asked if the Committee is looking to do the interview in person or via Zoom. Tim Carroll asked if this would be the preliminary or final interview. Bernie Lynch answered the preliminary. He stated that he would think the final interviews would be in front of the entire Board and those would be in person. He stated that for the preliminary interviews it may be easier to do via Zoom, especially for those outside the region, with the final interviews in person. Colin Odell asked if this decision could wait. Bernie Lynch answered yes that we can wait and see what locational demographics of the candidates.

DISCUSS TIMETABLE FOR PROCESS

Bernie Lynch stated that they will work on making the edits and get the position posted next week. He stated the position will be posted for 30 days, so the next committee meeting will be the beginning of November to review resumes and choose who we'd like to interview. He stated that he will send out a doodle poll to determine the date and time of the next meeting.

ADJOURNMENT:

Motion to adjourn was made at 2:06PM moved by Bill Doherty, seconded by David Jacobson.

Bill	Doherty	Bourne	Yes
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Colin	Odell	Brewster	Yes
Tim	Carroll	Chilmark	Yes
Tom	McNellis	Eastham	Yes
David	Jacobson	Orleans	Yes
Nicola	Blake	West Tisbury	Yes

Motion carried in the affirmative (6-0-0)

Respectfully submitted,

Melissa Allard

LIST OF DOCUMENTS AND EXHIBITS:

- Meeting Notice/Agenda
- Draft Position Statement