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**MINUTES
BELMONT MUNICIPAL LIGHT BOARD
SELECTMEN'S MEETING ROOM
MONDAY, OCTOBER 22, 2012
6:30 PM**

I. CALL TO ORDER

The meeting was called to order by Selectman Paolillo at 6:30 PM.

Present: Selectmen Jones, Paolillo, Rojas; Town Administrator David Kale; and Belmont Light Dept. General Manager Jim Palmer

II. EXECUTIVE SESSION

The Board moved: To enter into executive session at 6:34 PM to discuss IBEW Local 104, 2011-2014 contract negotiations. The motion passed unanimously (3-0).

III. OPEN SESSION

The Board moved: To approve the IBEW contract. The motion passed unanimously (3-0).

IV. DISCUSSION ON TRAVEL & EXPENSE POLICY

Palmer stated that the town's policies and guidelines on reimbursements for travel expenses are not clear. There is confusion about how town employees should document and report travel expenses. Palmer recommended that the town put in place a more straightforward policy on travel reimbursements. Kale agreed that the town needs an improved policy. Chair Paolillo suggested that Belmont Light work with HR to select a policy that would better serve the needs of the town. Palmer and Crimmins agreed.

V. ADJOURN

The meeting was adjourned at 6:57 PM.