

# Seeking Appointees for MLP Board

The Shutesbury Select board will appoint five members to the Shutesbury Municipal Lighting Plant (MLP) Board at the Select board meeting on May 3, 2017. These appointments will be effective until a five member board is elected at Town Meeting 2018. Below is an outline of the responsibilities of the MLP Board along with skills and attributes the Select board requires of the Board.

If you are interested in being considered for an appointment to the MLP Board, please send a letter of intent describing what you can bring to this board in reference to the skills and attributes required. Send the letter (and any other documentation to describe your abilities) to [Selectboard@shutesbury.org](mailto:Selectboard@shutesbury.org) or mail to Shutesbury Select board, P.O. Box 276, 1 Cooleyville Road, Shutesbury, MA 01072 to arrive by 4PM on April 21, 2017.

Thank you for your interest.  
Shutesbury Select board

## Shutesbury MLP Board Description –APRIL 2017

The Municipal Light Plant Board (MLP Board) consisting of five members will be responsible for the successful completion of Shutesbury's fiber to the home broadband project and continuing operations and maintenance.

### Responsibilities of the board include:

#### Manage Collaboration and Relationships

- Demonstrates leadership and vision in promoting regional cooperation and development
- Contact for the Executive Office of Housing and Economic Development (EOHED), Massachusetts Broadband Institute (MBI) and other state agencies and utilities
- Maintain regular communications and best practice sharing with other towns

#### Oversee Town Broadband Related Communications and Events

- Manage communications and facilitates collaboration with the general public
- Manage communications structures such as informational events, web and email announcements, town-wide phone announcements and mailings

#### Coordinate Broadband-Related Deadlines and Duties with Town and State

- Work with town officials to create an efficient system for build out expenses
- Keep town officials informed and updated on project progress
- Once the network is running provide quarterly reports on operations
- Work with technical advisors to submit RFPs for contract renewals

- Manage vendor contracts and relationships
- Track expenses
- Submit bills for payment to Town Accountant
- Prepare and submit an annual operating budget and ensure all paperwork deadlines are met

**In order to effectively carry out these responsibilities members of the board should collectively demonstrate:**

- Ability to commit at 5-10 hours per week in meetings and outside work and research
- Excellent communication skills and ability to clearly articulate thoughts and ideas
- Ability to listen and have productive dialogue during challenging conversations
- Willingness to learn
- Proven organizational and management skills
- Excellent written communications skills
- Prior proven commitment to the broadband project
- Project management skills
- Experience managing budgets
- Ability to travel to attend conferences, training, and other events as necessary to represent Shutesbury
- Willingness and ability to work evenings and weekends as job requires
- Technical expertise related to fiber/telecommunications networks
- Public sector financial management
- Experience with contracts and/or legal agreements