

Minutes of the  
Special Delaware Sustainable Energy Utility Meeting of the Executive Committee  
Delaware Sustainable Energy Utility Offices  
109 S. State Street  
Dover, DE 19901  
January 5, 2012 at 9:00 AM

**I. Welcome**

Board Co-Chair Senator Harris B. McDowell III\* called the meeting to order at 9:00 AM. Board members present were Dr. John Byrne\*, Mr. Roger Jones\*, and Secretary Collin O'Mara\*

Others present were Mr. Anthony DePrima, DE SEU, Mr. Frank Murphy\*, and Lisa Gardner.

There were no members of the public in attendance.

**2. Employment of an Office Manager**

Mr. DePrima explained that the purposed of this meeting was for him to present and discuss with the Executive Committee his selection for the position of Office Manager prior to making his final offer to the candidate.

Mr. DePrima stated that his selection was Ms. Lisa Gardner. He stated the following: Ms. Gardner meets and exceeds all the basic Office Manager skills that we are seeking; she has over 25 year experience in office management. She was responsible for budget preparation and monitoring expenses and spending of the City of Dover Public Utilities Department; she can easily work with our fiscal records and bookkeeping. Working for 7 years with the Dover Public Utility department she is knowledgeable of the electric and water utility business. The department also ran an energy conservation program. She has an excellent reputation for professional customer service, and for getting things done. Her ten years of experience in the City Clerks offices brings with it knowledge of taking official minutes, record keeping and retention; organizing and providing support to various boards. Mr. DePrima asked if there were any questions or concerns. None were expressed.

Mr. DePrima invited Ms. Gardner to join the meeting. Mr. DePrima asked Ms. Gardner to make a general statement to the Board. Ms. Gardner expressed her enthusiasm for joining the DESEU and her confidence that she can perform all the job responsibilities.

**3. Adjournment.**

(\*) = In attendance via telephone conference link