

**TOWN OF MIDDLEBURY**  
**Policy Review Committee**  
Meeting Minutes – February 3, 2017

In attendance

Donna Donahue and Gary Baker, Committee members;  
Beth Dow and Chris English, Town staff.

Chris called the meeting to order at 8:00 a.m.

**Approve Meeting Minutes of January 13th and January 27th.** Gary moved to approve the minutes of the January 13th meeting as presented. Donna seconded. Unanimously approved.

Gary moved to approve the minutes of the January 27th meeting as presented. Donna seconded. Unanimously approved.

**Continue Discussion About Personnel Policy Presentation to the Selectboard.** The Committee accepted Chris's recommendation to re-incorporate the VLCT's "guidance" language from the Model Policy into the current draft Personnel Policy. He suggested this course of action in lieu of attempting to annotate the department head input, as had been discussed previously, since the Committee's decision-making had been guided primarily by advice from legal counsel, which stood on its own merits.

The Committee also approved two small revisions Chris had proposed, based on feedback from Town Clerk Ann Webster:

- Section 7: Hours of Work. Paragraph 7.02 – All employees are expected to be in attendance during ~~regular work hours~~ their scheduled hours.
- Section 8: Outside Employment. Paragraph 8.01 – Employees may not engage in any outside business activities during their ~~normal~~ scheduled work hours.

The Committee revisited language in the draft policy around "at will" employment, as noted in Paragraph 1.02, and debated whether to include VLCT's discussion on the issue from the cover letter of updated 2016 Model Policy in the new draft. Committee members ultimately agreed to leave it out.

**Next Steps.** The Committee agreed to the following schedule to prepare Selectboard members for the review of the draft policy:

February 14 – draft policy and supporting material to be placed in the Board’s packet for the February 27th meeting, with instructions to provide Donna with written comments and questions no later than Thursday, February 23rd.

February 27 @ 8:00 a.m. – the Committee has set this as a placeholder date for a meeting, if needed, to discuss and develop responses to Board member questions prior to the Board’s meeting that evening.

February 27 @ 7:00 p.m. – Donna’s presentation of the draft Personnel Policy to the Selectboard. Chris has agreed to be present to answer questions and provide backup, if needed.

The meeting adjourned at 8:30 a.m.

Submitted by:

Chris English  
Assistant Town Manager

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