

TOWN OF MIDDLEBURY

Policy Review Committee

Meeting Minutes – September 21, 2018

Committee members present: Gary Baker, Donna Donahue, Beth Dow and Chris English.

1. Call to Order. Chris called the meeting to order at 10:00 a.m.

2. Approve August 31, 2018 Minutes. Gary made a motion to approve the August 31, 2018 meeting minutes, seconded by Donna. Approved unanimously.

3. Discussion of Public Works Policies.

The Committee continued to work through existing Public Works policies with help from comments and recommendations prepared by Dir. of Public Works Operations Dan Werner.

7700 – Contract Work Charges: Werner recommends eliminating this section.

7800 – Use of Old Town Dump: Werner recommended eliminating since it is now only used by our Public Works Department. Donna thought there needs to be an internal protocol on how this area is used.

7900 – Street Naming Policy: This is a duplicate of 7050 which was eliminated.

8000 – Connections: Werner recommended eliminating this since we have adequate permitting in place.

8010 – Out-of-Town Sewer Connections: Werner recommended this be retained, but could be in a Wastewater Use Policy. The Committee was unclear if this policy was accurate and it needed to be reworded to reflect changes since 1989. Donna felt this should be a stand-alone policy and not buried in a larger document.

8015 – Access to Sewer Manholes: Werner recommended that this needs work and could be incorporated into the Wastewater Ordinance. The Committee discussed the

wording and the fact this policy refers to an Ordinance that is also outdated. Donna and Gary felt there must be a template ordinance available that Werner and Bob Wells could use as a basis to create a new ordinance. Donna also felt that each department needs a standard operating procedure manual that can be referred to, since a lot of these policies are actually procedural in nature.

In regard to access of a manhole, Chris felt this may not need to be in an ordinance if there is already a law that governs this.

8025 – Sewer Notes: This section appeared to be more construction specifications and not a policy. The Committee determined these were outdated and there may be industry standard established for these now. Donna said this was not a policy

8100 – Water and Sewer Main Extensions: Werner stated this was not necessary since most of it is obsolete.

The Committee looked through the remaining Public Works policies regarding water and sewer, and the Committee felt this was a bigger, more comprehensive issue than could be addressed under policy review, since some of these are standards and some overlap with obsolete ordinances and the permitting process. It was suggested that perhaps the staff of these departments need to come together and work on an approach to solve this issue. Chris will discuss with Kathleen. Donna said it may be that this needs to be started from scratch.

Employee Handbook

Chris said he had looked on-line for samples of employee handbooks, but what he discovered was the ones he found were mostly just a list of policies. He thought ours should include the Personnel Policy, the Citizens Guide to Government, our benefit summary, exit policy and a description of the performance management system. He said our book may be a conglomeration of existing documents.

The Committee discussed the exit policy and how it could be an addendum to the Personnel Policy. Donna said the exit interview is a huge part of it as long as it's shared in the proper way, but if you're going to do an interview, you have to know how you're going to use the information. Chris said it could be as simple as turning in your keys, your laptop and the information of what needs to happen when they leave.

The Committee decided they needed to identify what components to include in the Employee Handbook. Chris said he saw this handbook being a document of the Town Manager as Personnel Director and not a Board document, but would be shared with them since the Board asked the Committee to have a Handbook by February of 2019. The Committee agreed this didn't need to have Board approval.

The next meeting was tentatively set for Friday, October 12, 2018 at 8:00 a.m. to discuss the components in the Employee Handbook.

The meeting adjourned at 11:15 a.m.

Submitted by:

Beth Dow
Assistant to the Town Manager