

TOWN OF MIDDLEBURY
Policy Review Committee
Meeting Minutes – February 16, 2018

In attendance

Committee members: Donna Donahue, Beth Dow and Chris English

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

Approval of January 26, 2018 Meeting Minutes. Beth moved to approve the minutes of the Committee’s January 12th meeting, with a second from Donna. Unanimously approved.

Debrief February 13th Selectboard Meeting and Discuss Requested Revisions to Personnel Policy.

Chris reported that the presentation of the Committee’s proposed Personnel Policy revisions had gone very well, and that the Selectboard had requested only two minor changes:

1. The Board felt that, having removed the language stating that regular part-time employees are not eligible for Bereavement Leave, an affirmative statement should be added to Paragraph 21.01 stating that full-time and regular part-time employees are eligible for Bereavement Leave.
2. The Board requested that Paragraph 18.05 – regarding unpaid leave for attendance at Town Meeting – be restored, arguing that, even if this provision is required by State Statute, employees would have no way to know unless the policy specifically states it.

In regard to part-time eligibility for Holiday Pay, Chris noted that Brian Carpenter requested a budget-impact analysis on the change, which the Selectboard approved last year. The Selectboard asked Chris to return on February 28th with an update on the requested changes and budget analysis. [Following discussion, the Committee agreed to insert the following language as a footnote to Paragraph 18.01 regarding Holiday pay, in order to recognize existing supervisor/staff agreements that fall outside the procedure established under the updated provision:](#)

[* Previously agreed-upon supervisory practices regarding holiday pay for staff hired prior to February 27, 2017 will be grandfathered under this provision.](#)

On the subject of the Committee’s recommendations to study the possibility of phasing out the Sick Leave Buy-Back and Longevity Pay provisions and replace them with a merit-based model tied to employee performance, Chris reported that the Board understood the Committee’s rationale for the recommendation and authorized the Committee to work with Kathleen and the Department Heads to further explore the feasibility of achieving it.

Review Draft Blanket Policy Statement Regarding Municipal Fees. Chris shared the following draft policy statement with the Committee for review, freely acknowledging that he had stolen it virtually word-for-word from what Donna had said at the January 26th meeting:

[Any municipal fees not specifically established under State Statute shall be set at the discretion of the appropriate Town Department Head, with approval from the Selectboard.](#)

The Committee approved the policy statement for presentation to the Selectboard. The statement will supersede the following existing fee-related policies:

- Application Fees for Board of Zoning Adjustment and Planning Commission (pg. 5000)
- 1996-1997 Town of Middlebury Construction & Development Fees
- Payment of Permit Application Fees and Refunds or Transferal of Fees

Preview Public Works Policies. The Committee agreed to begin work on the Public Works/Highway policies at its next meeting. Chris said he would provide copies of the policies to Bill Kernan and Dan Werner and invite them to attend.

The Committee will meet next on Friday, March 2nd @ 8:00 a.m.

The meeting adjourned at 8:40 a.m.

Submitted by:

Chris English
Assistant Town Manager