

TOWN OF MIDDLEBURY
Policy Review Committee
Meeting Minutes – January 12, 2018

In attendance

Committee members: Donna Donahue, Gary Baker, Beth Dow and Chris English
Staff: Jackie Sullivan

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

Approval of December 8, 2017 Meeting Minutes. Gary moved to approve the minutes of the Committee's December 8th meeting, with a second from Donna. Unanimously approved.

Discussion of Committee Recommendations Regarding Personnel Policy. The Committee reviewed the draft recommendations Chris had prepared regarding phasing out the Sick Leave Buy-Back provision in Section 20 and Longevity Pay in Section 27. Under the Sick Leave discussion, Donna suggested a sentence be added emphasizing the Committee's decision to make a distinction between Sick Leave and Vacation Leave. While both are construed as benefits in the policy, Sick Leave is directly tied to employee health, to be used in moments of specific need. Vacation time, while also tied to employee well-being is a planned event. As such the Committee believes Sick Leave should be used when needed and not endlessly accumulated with the expectation of a payout.

Chris said he would work on draft language for discussion at the next meeting. The Committee approved the recommendations, as amended.

Resume Discussion with Jennifer Murray Regarding Planning & Zoning Policies. Jennifer joined the Committee to discuss her proposed revisions to the *Administrative Policy Regarding Use and Maintenance of the Property Base Maps*, which the Committee last discussed with her in October 2016. The primary focus of the draft policy is to specify the requirements a property survey must meet in order for the Town to accept it as an update to a Town parcel map. The Committee accepted Jen's revisions, as presented and then quickly reviewed and reaffirmed its 2016 decisions regarding the status of eight other Planning & Zoning policies.

During a related conversation about policies regarding the setting of various fees, a broader discussion broke out whether the current Planning & Zoning policies should be treated as discrete Selectboard policies at all, rather than operating procedures established by the P/Z Director that have the support of the Board. Donna recommended the Committee draft a blanket policy statement clearly outlining the Board's support for all procedures established by the Planning & Zoning Director. Jen said she agreed with that approach, which would allow the Director to revise and/or eliminate procedures without formal Selectboard action, but also suggested that an additional policy statement be added to the effect that no procedure shall be construed as offering an interpretation of a Town

ordinance. The Committee agreed, in principal, to the approach outlined by Donna and Jen. Jennifer offered to draft a policy statement for the next meeting.

Returning to the subject of fees briefly, there was some confusion regarding where the authority exists for establishing and changing various fees – whether the Selectboard, Town Manager, Clerk’s Office, P/Z Office or the State of Vermont. Beth offered to do some research regarding this question and report back at the Committee’s next meeting.

The Committee will meet next on Friday, January 26th @ 8:00 a.m.

The meeting adjourned at 8:50 a.m.

Submitted by:

Chris English
Assistant Town Manager

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