

TOWN OF MIDDLEBURY
Policy Review Committee
Meeting Minutes – February 1, 2019

In attendance: Gary Baker, Donna Donahue, Beth Dow (staff) and Chris English (staff)

- 1. Call to Order.** Chris called the meeting to order at 8:05 a.m.
- 2. Approve January 25, 2018 Meeting Minutes.** Gary made a motion to approve the January 25th meeting minutes, seconded by Donna. Approved unanimously.
- 3. Continue Review of Employee Guidebook Revisions.** The Committee conducted a final read-through of the Guidebook and agreed to the following revisions:
 - Table of Contents and Personnel Policy: Approved changing the first section heading under the Personnel Policy from “Policy Founding Authority/Severability/Review Period/Persons Covered” to “Introductory Matters.”
 - 2. Navigating Town Government: Approved Beth’s new format for Quick Guide for Employee Information to conform to the format for the Quick Guide for Municipal Services in the same section.
 - 3. Personnel Policy: Chris said he had re-read the text of Section 15: Public Records and had come to understand that the phrase in the second sentence – “. . . does not prevent an otherwise **public** record from being subject to public inspection and copying” – is actually correctly stated and did not need to be changed. The Committee agreed.
 - 4. Employee Acknowledgements: Approved draft language provided by Chris for the new Paragraph F: “I acknowledge that I have received a copy of the Employee Guidebook and that it is my responsibility to ask questions if there is anything in the Guidebook that I do not understand.”

Chris noted that he still needs to check for sectional cross references in the Personnel Policy to ensure that they are all accurate. He also said he wants to compare the Personnel Policy and VLCT 2018 Model Policy side-by-side to see if there any substantive changes that should be incorporated into the Town’s policy for Selectboard review.

Next Steps. The Committee will meet next on Friday, March 1, 2019, at 8:00 a.m.

The meeting adjourned at 9:00 a.m.

Submitted by:

Chris English
Assistant Town Manager