

TOWN OF MIDDLEBURY
Policy Review Committee
Meeting Minutes – April 26, 2019

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

- 1. Call to Order.** Chris called the meeting to order at 8:00 a.m.
- 2. Approve April 12, 2019 Meeting Minutes.** Gary made a motion to approve the April 12th meeting minutes, seconded by Donna. Approved unanimously.
- 3. Discuss Selectboard Action from April 23rd Meeting Regarding Committee Recommendation to Appoint Ad Hoc Committee to Draft Plastic Bag Ordinance.** Chris reported that the Selectboard accepted the Committee's recommendation to appoint an ad hoc committee to draft the Plastic Bag Ordinance. The Town has begun advertising for interested candidates. The deadline is Wednesday, May 8th.
- 4. Beth Dow with a Report on Recent Designated Employer Representative Training for CMV Operator Drug Testing; Begin Review of VLCT Model Drug & Alcohol Policy for CMV Operators.** Beth provided a brief overview of a VLCT Designated Employer Representative (DER) Training workshop that she and Patti Kirby attended on April 3rd. She explained the components of the Federally-mandated random drug-testing program that the Town maintains for employees who hold Commercial Driver's Licenses and highlighted areas in which she and Patti felt the Town needs to tighten compliance, as revealed in the training.

The Committee spent some time comparing the Town's existing Policy for Drug and Alcohol testing for Commercial Driver's License Holders with VLCT's Model Drug & Alcohol Policy for CMV Operators. There was a brief discussion about whether there was a single policy statement that could be pulled out of the VLCT model for the Policy Book, with Donna suggesting a statement such as "It is the policy of the Town of Middlebury to comply with all Federal and State laws regarding drug testing for CMV operators." Victor pointed out, however, that a policy is actually voluntary, while the Town is not at liberty to ignore Federal and State laws.

This led to a broader discussion about the methodology that the Committee has been using to review and simplify the Town's Policy Book. Chris explained that the Committee's approach has been to review each policy to determine whether it is still relevant and, if so, if it needs to be updated. Since many of the documents in the current book are a mix of policy statements followed by pages of procedural information, he said that the Committee has, as part of the review process, been attempting to identify clearly language that is purely policy-related vs. that which is procedural in nature. When the Committee has completed its work, he said, the goal will be to present the Selectboard with a much smaller Policy Book that includes just policy statements and refers the

reader to related procedural documents that will be maintained in departmental procedure books. Victor said he would like to see a version of the current Policy Book that has only the policy statements in it. Donna explained that what he was describing was, in fact, the finished product that the Committee planned to produce when it had concluded its review of the entire Policy Book, but that more work needed to be done. Victor said that Board members don't know what is in the book and do not understand what the Committee is doing. He reiterated his request to see a version of the Policy Book with only the policy statements in it. Chris said he and Beth would work on this and present it to him at the next meeting.

Next Steps. The Committee will meet again on Friday, May 17th, at 8:00 a.m.

The meeting adjourned at 9:00 a.m.

Submitted by:

Chris English
Assistant Town Manager

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