

**TOWN OF MIDDLEBURY**  
**Policy Review Committee**  
**Meeting Minutes – May 17, 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 8:00 a.m.
- 2. Approve April 26, 2019 Meeting Minutes.** Beth made a motion to approve the April 26th meeting minutes, seconded by Gary. Approved unanimously.
- 3. Wrap Up Review of VLCT Model Drug & Alcohol Policy for CMV Operators.** Following discussion, the Committee agreed that the first two paragraphs of the Town's current Policy for Drug and Alcohol Testing for CDL Holders could serve as the general policy statement for the Policy Book. The VLCT Model Policy, with appropriate customizations for the Town, would then become an attachment to the Personnel Policy and union contract. During the discussion about penalties for non-compliance with Federal law, Gary asked whether the Town's employer liability coverage exceeded the statutory limits and, if not, whether the Town should consider excess coverage. Chris said he would discuss this with Kathleen and report back at the next meeting.

Committee members agreed that they needed more time to read through the VLCT Model Policy in depth before discussing how to customize it for Middlebury. This agenda item will be continued at the Committee's next meeting.

- 4. Discuss plan and schedule for reviewing the last sections of the Town Policy Book and begin discussion regarding what the final deliverable to the Selectboard will look like.** Chris distributed a copy of the September 21, 2018 meeting minutes to refresh everyone's memory about where the Committee left off with reviewing the Policy Book before undertaking work on the Employee Guidebook and Personnel Policy update last fall. Committee members were reminded that a conversation had begun, while reviewing the Public Works policies in September, around the potential benefit of gathering Dan Werner, Bill Kernan and, perhaps, Jen Murray together the review this section together, since there is a fair degree of overlap in subject matter between DPW and Planning and the Committee is not equipped, on its own, to recommend how to address those situations. The Committee agreed to look more closely at this idea at the next meeting and work out a potential approach to doing a group review.

Chris noted that, once the DPW policies are complete, only Public Safety and Parks and Recreation remain to be done. He said he felt that the end of the year could be a reasonable target for completing the initial review of the full Policy Book. Then the Committee could turn its attention to repackaging the book, creating an index of the Committee's recommendations regarding the disposition of each policy for the Selectboard's review and documenting a process and schedule for

periodically reviewing and updating the policies belonging to each department. Working through the winter months, Chris proposed that the Committee could be ready for a final presentation to the Selectboard in early spring 2020. There was general agreement that this sounded like a reasonable approach.

**Next Steps.** The Committee will meet again on Friday, June 14, at 8:00 a.m. and dig into the VLCT Model Drug & Alcohol Policy for CMV Operators.

The meeting adjourned at 8:55 a.m.

Submitted by:

Chris English  
Assistant Town Manager

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