

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

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

- 1. Call to Order.** Chris called the meeting to order at 8:00 a.m.
- 2. Approve July 12, 2019 Meeting Minutes.** Donna made a motion to approve the July 12th meeting minutes, seconded by Beth. Approved.
- 3. Consider Recommended Revisions to Policy Regarding Appointments to Selectboard Committees.** The Committee discussed at length ideas for incorporating Selectboard member comments from the June 17th Board retreat into the Procedure for the Creation and Oversight of Selectboard Committees:
 - In response to Victor’s comment, the Committee changed all references to “subcommittees” in both the policy statement and procedure to “committees.”
 - The Committee added Laura’s requested language under Committee Appointments regarding giving new members an opportunity to serve but included the word “qualified” to emphasize the importance of appointing individuals with relevant expertise or experience whenever possible.
 - In response to Lindsey’s comment that candidates should rank order their committee appointment preferences when submitting an application, the Committee discussed ideas for creating a simple application form for candidates. Chris said he would work on drafting a form and additional language about the form under the Committee Appointments paragraph, and then send it out to the Committee for individual comment, since the Committee will not meet again until August 9th.

Next Steps. The Committee will meet again on Friday, August 9, at 8:00 a.m. to go over the recommendations regarding the remaining policy guidance areas in the VLCT Model Drug & Alcohol Testing Policy for CMV Drivers.

The meeting adjourned at 9:00 a.m.

Submitted by:

Chris English
Assistant Town Manager