

**Minutes**  
**NWSWD Charter / Ordinance Committee Meeting**  
**July 7, 2015**

The Charter/Ordinance Committee of the Northwest Vermont Solid Waste Management District held a meeting on Tuesday July 7, 2015 at the District Offices, 158 Morse Drive Georgia, VT at 5:00 PM.

The meeting was called to order at 5:05 PM.

**Supervisors Present:**

Paul Lambert  
Dave Clark  
Jaime Tibbits  
Vince Hickety  
Jim Lintereur

**Supervisors Absent:**

**Others Present:**

John Leddy  
Pam Bolster

**1) Review Current NWSWD Personnel Policy to determine areas of revision.**

Determined area's that need revision.

- A. Drug and Alcohol Use and development of a Drug and Alcohol policy for CDL Drivers.
- B. Eligibility for Benefits Section. Discussion of Benefit Structure for Employees, equal benefits for all – yes. Benefits kick in after probation period. Increase in spousal and family contribution by employee ? Lessen payout for those who choose not to accept our health insurance ? Stages for changes, grandfathering people in ?
- C. Must add Retirement information to policy. Applicable to all employee's ?
- D. Overtime and Compensatory Time Off. Flex time Replacement of comp time ? Review definitions of exempt & non-exempt employee's, review VLCT's definition.
- E. Pre-Employment Physicals Consideration.

Pam will draft some proposals to review for the next meeting.

**2) Review Sample VLCT Drug & Alcohol Policy to utilize in development of an NWSWD Drug & Alcohol Policy for CDL Drivers.**

A. Brief review of Sample VLCT Policy. In addition Pam will present additional drug and alcohol policies from other organizations for review at the next meeting.

**3) Review NWSWD Current Code of Ethics to determine if revisions are needed.**

Current NWSWD code is directed towards Board Members. VLCT suggests utilizing IIMC a code of ethics for municipal clerks. Discussion ensued. We have a code of conduct for employees, does it cover enough or should we expand code of ethics to employee's.

Pam will clarify with the auditor who suggested this if what we have (that the auditor was not aware of) does satisfactorily cover the District's needs.

**4) New Business: None**

The Administration Committee meeting adjourned at 6:40 PM.