

**Minutes**  
**NWSWD Administration Committee Meeting**  
**August 31, 2015**

The Administration Committee of the Northwest Vermont Solid Waste Management District held a meeting on Monday August 31st, 2015 at the District Offices, 158 Morse Drive Georgia, VT at 5:00 PM.

The meeting was called to order at 4:30 PM.

**Supervisors Present:**

Paul Lambert  
Dave Clark  
Jaime Tibbits  
Vince Hickey  
Jim Lintereur

**Supervisors Absent:**

**Others Present:**

John Leddy  
Pam Bolster

- 1) **Review Agenda:** All in agreement Agenda is good.
- 2) **Review exempt and non-exempt employee definitions and develop and propose language to change compensatory time accrual for non-exempt employees to flex time and/or paid overtime in lieu of compensatory time off.**

Discussion of the above, compensatory time off will change for both exempt and non exempt employees to a flex time system for exempt employees and flex time or overtime paid for non-exempt employees dependent on NWSWD needs for that week. Language to be finalized at the next meeting with proposal to the board on Oct 7, 2015..

- 3) **Review benefit language. Add statement that benefits begin after probationary period.**

Language will be finalized at next meeting with proposal to the full board on Oct. 7, 2015.

- 4) **Develop language for the board proposal to add the pension benefits offered to employees to our personnel policy.**

Language to be finalized at the next admin meeting with the proposal being submitted to the full board at the Oct 7, 2015 meeting.

- 5) **Discuss auditor's review of our current Code of Conduct and Code of Ethics Policy.**

Ms. Bolster reported that she spoke with the auditor who reviewed what the District currently has and suggested that although it is all covered for employees

that it be pulled together as policy in one place as it is currently covered in numerous places. The code of ethics and conduct for board members in our charter is satisfactory.

**6) Review and further discuss sample proposals of Drug & Alcohol Policies for CDI Drivers.**

Discussion ensued with reviews of both the VLCT Sample Policy and the Town of Williston Policy. Further discussion at the next meeting will occur with a draft District policy being submitted to the committee.

- 7)** Discussion of tabling the benefit considerations including increasing spousal and family contributions and decreasing the medical payout benefit for those employees who choose not to accept the Medical Insurance offered until the final calendar year Medical Benefit Costs are released and discussed. Administration committee agreed to table these items.
- 8)** Discussion of tabling the pre-employment physical discussion until further info is gathered. Administration committee agreed to table.

The Administration Committee meeting adjourned at 6:15 PM.