

Minutes
NWSWD Administration Committee Meeting
September 30, 2015

The Administration Committee of the Northwest Vermont Solid Waste Management District held a meeting on Wednesday September 30, 2015 at the District Offices, 158 Morse Drive Georgia, VT at 4:30 PM.

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

Supervisors Present:

Paul Lambert
Dave Clark
Jaime Tibbits
Jim Lintereur

Supervisors Absent:

Vince Hickey

Others Present:

John Leddy
Pam Bolster

- 1) **Review Agenda:** All in agreement Agenda is good.
- 2) **Vote: Approve Minutes of the 8/31/2015 Administration Committee Meeting.** Mr. Lintereur moved to approve the minutes as written. Ms. Tibbits seconded, all were in agreement and the motion passed.
- 3) **Vote: Approve Minutes of the 07/07/2015 Administration Committee Meeting.** Mr. Clark moved to approve the minutes as written. Mr. Lintereur seconded, all were in agreement and the motion passed.
- 4) **Vote: Approve Changes to the draft NWSWD Personnel Policies to submit to the full board at the 10/7/2015 Meeting; including:**
 - a. **Addition of statement that institutes medical, dental, vision and benefits to begin after 30 days.**
 - b. **Addition of Pension benefits that had not been included in the last approved policy.**
 - c. **Code of Conduct changes – language and placement within policy.**
 - d. **Removal of Compensatory Time Off and addition of Flex Time Language.**

Discussion ensued. Language finalized. Mr. Lintereur moved to approve the New language inserted into our personnel policy. Mr. Clark seconded the Motion, all were in favor and the motion passed.

5) Discussion and possible Vote to submit to full board at the 10/7/15 meeting: Draft Drug & Alcohol Policy to CDL Drivers.

Discussion and final review of the developed Draft Drug & Alcohol Policy. Mr. Lambert moved to approve the draft to submit to the full board on 10/7/15. Mr. Lintereur seconded, all were in favor and the motion passed.

The Administration Committee meeting adjourned at 6:15 PM.