

**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.