

**Minutes**  
**NWSWD Administration Committee Meeting**  
**June 5, 2019**

The Administration Committee of the Northwest Vermont Solid Waste Management District held a meeting on Wednesday June 5, 2019 at the District Offices, 158 Morse Drive Georgia, VT at 5:00 PM.

The meeting was called to order at 5:00 PM.

**Supervisors Present:**

Dave Clark  
Jaime Tibbits

**Supervisors Absent:**

Carlo Micheli

**Others Present:**

Pam Bolster  
John Leddy  
Danielle Choiniere

**1) Review Agenda: No Additions**

**2) Prioritize Policy Suggestions Made by Internal Auditors Shown Below in Order of Business Manager Suggested Priority.**

- a. Implement Reporting Mechanisms for Fraud, Abuse and Misconduct (samples enc.)
- b. Establish a Policy for Corporate Responsibility for Financial Reporting
- c. Develop a Corporate Code of Conduct and Policy on Misconduct
- d. Implement a Policy on Conflicts of interest – Enc. Could cover C as well.

A Discussion was held about these policies and how to handle their development. Ms. Bolster stated that by starting with the Draft Financial Policies below that they may cover a,b,c, and d above.

**3) Review Financial Policies Handbook to Begin Drafting Financial Policies for Our District.** (VLCT Suggested Model Resource Guide Enc.), Including Purchasing, Debt management, Fraud (as above), Accounting, Auditing and Financial Report, Capital Program, Reserve Fund, and Beyond.

The committee began reviewing this VLCT document and discussing what policies the district should adopt with discussion. Some policies have been previously

written under Northwest Vermont Solid Waste Management Districts' Policies, Resolutions and Procedures. Ms. Bolster will prior to the next Administration meeting begin the final work from what was discussed and decided upon including Accounting, Auditing and Financial Reporting, and Purchasing Policy. She will make certain that there is no conflicting policy written from what is stated in our charter or our current policies, if so we will strike the original policy after review.

**4) PTO Discussion** – Brainstorming Session to Discuss the Difficulties and Possible Solutions for The Dilemma of Associates Potentially Losing Accumulated PTO Time.

A couple of options were discussed including allowing part time people to carry over their time and as they utilize it they start to accrue again until they reach their cap of total vacation again. Tracking will be critical to only allow usage of 8 hours per year. The admin committee will allow us to proceed with this though the discussion about this will continue and be finalized at a later date or during the full board meeting to follow.

The Administration Committee meeting adjourned at 6:35 PM.