

## DRAFT Minutes of the Special Selectboard Meeting of Thursday, November 1, 2018 at 7:30 pm

Members present: John Pepper, Chair; Claudette Brochu, Vice-Chair; Linda Cook; Mary Layton; and, John Langhus (remotely).

Others present: Herb Durfee, Town Manager.

1. **Call to Order.** At 7:31 pm, Chair John Pepper called the meeting to order, and introduced members.
2. **Public Comment.** There was no public comment.
3. **Selectboard Policies:**
  - a. **Fraud Policy.** Mary Layton **moved to adopt the Fraud Policy as amended. Seconded** by Claudette Brochu. There was general discussion identifying the changes – general corrections; the addition of the footnote; and inclusion of the Treasurer as a signatory. **Motion passed 3-1-0** (Cook)
  - b. **General Policy Update.** Linda Cook and Brochu described the effort they've carried out, to date. They requested that the next meeting packet include the color-coded table of contents from the policy book. (At this time, Langhus remotely joined the meeting.)
  - c. **Personnel Policies.** The Board agreed to continue reviewing the draft policies beginning with the appendices. Overall, there was discussion/acknowledgment of the recommended changes, to date. On the *Sexual Harassment Policy*, the Town Manager acknowledged section 3.1 needs to be rewritten and contacting the Town attorney needs to be included. There was general agreement that once all the policies are updated, staff needs to receive a copy and acknowledge their receipt. On the *Drug-Free Workplace Policy*, the Town Manager agreed to have VLCT re-review the policy for general update and the inclusion of alcohol (including related to the definition of "controlled substance"). On the *Code of Ethics Policy*, it was agreed to reword the section on conflict of interest such that it was a reference to the Conflict of Interest Policy. Also, the Town Manager will ask VLCT on what policy recommendations they might have on social media. On *Policy on Personnel Records*, the Town Manager agreed to look into what protocols may already be in place regarding the policy and/or what protocols may need to be put in place to ensure the policy is adhered to. The Town Manager also agreed to look into what can/cannot be released to other employers should an employee (e.g., with a CDL) apply for a job elsewhere. Lastly, the Town Manager agreed to find out at what point unsuccessful applications can be destroyed. On *Use of Computers/Electronic Messaging Policy*, the Town Manager agreed to ask VLCT for any updated information that might affect this policy's content. The Board agreed they needed to have more discussion on the *Non-Union Compensation Schedule* when they revisit discussion on the other "money" items. On the *Safety Policy Mission Statement*, the Board agreed to have the Safety Committee review for update and to include an annual form of "training" for staff, as applicable. The Town Manager indicated he could speak with VLCT's risk manager to gain some additional insight on training, etc. The Board agreed to delete the *FLSA: Exempt Employees* appendix.
4. **Next Meeting.** The Board agreed to hold a meeting on Wednesday, November 7, 2018 at 6:30 pm, to continue discussion on policies and to "off load" some agenda items that were building related to the 11/14/18 meeting.

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5. **Adjournment.** At 9:07 pm, Brochu **moved to adjourn. Seconded** by Layton. **Motion passed 5-0-0.**  
Meeting adjourned.

Respectfully submitted,

Herbert A. Durfee, III, Town Manager

APPROVED:

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John Pepper, Chair

11-01-2018  
\_\_\_\_\_  
Date