

TOWN OF STOWE  
ADMINISTRIVE PROCEDURES REGARDING  
SAFETY & WELLNESS

1. **PURPOSE:** To implement the Selectboard Policy Regarding Safety & Wellness through a Safety & Wellness Committee.
  
2. **REPRESENTATION:** The Safety & Wellness Committee shall be composed of a minimum of one representative from each work area (wastewater, water, highway, library, Akeley Memorial Building, recreation, parks, police, rescue and fire) shall be appointed by their respective department head with the Town Manager appointing the Akeley Memorial Building representative. In addition the IBEW Local 300 and the Stowe Police Officer's Association may have a representative. The IBEW and Police Association shall be responsible for appointing their representatives. The representative from a work area may also be the Union/Association representative at the discretion of the Department Head.
  
3. **CHAIR:** The Human Resource Coordinator shall function as the chair of the committee. The chair's responsibilities shall include agenda preparation, meeting facilitation, and minute taking. The minutes should include any action steps or recommendations of the Safety and Wellness Committee to a department head and/or Town Manager.
  
4. **MEETINGS:** Meetings shall be held monthly in the Akeley Memorial Building Meeting Room (e.g. 11:00 a.m. on the third Thursday of every month).
  
5. **ATTENDANCE:** Each representative will attend regularly scheduled Safety Committee meetings. If they are unable to attend, they will notify their Department Head who shall be responsible for finding an alternate representative to attend.

3/9/09