



Thursday, September 18, 2025, 8:30 AM, HR Conference Room, 200 Church St., Burlington, VT

8:30 am, HR Conference Room, 200 Church St., Burlington, VT OR Remotely via ZOOM:

Please click the link below to join the webinar:

Zoom Link: <https://zoom.us/j/94820907375?pwd=ZWdzWk5KTGp5K29vZ1dEd2dLaU9jQT09>

Meeting ID: 948 2090 7375

Passcode: 616429

1. Approve Agenda & Minutes

Subject	1.1. Approve Agenda
Meeting	September 18, 2025 - HRPC 09/18/2025 - Thursday, September 18, 2025, 8:30 AM, HR Conference Room, 200 Church St., Burlington, VT
Category	1. Approve Agenda & Minutes
Department	Human Resources
Type	
Recommended Action	

Subject	1.2. Approve minutes from 7/14/2025 meeting
Meeting	September 18, 2025 - HRPC 09/18/2025 - Thursday, September 18, 2025, 8:30 AM, HR Conference Room, 200 Church St., Burlington, VT
Category	1. Approve Agenda & Minutes
Department	Human Resources
Type	
Recommended Action	

2. Public Forum

3. Review/Discuss Discipline Procedures

4. Executive Session

Subject	4.1. Conversation on grievances.
Meeting	September 18, 2025 - HRPC 09/18/2025 - Thursday, September 18, 2025, 8:30 AM, HR Conference Room, 200 Church St., Burlington, VT
Category	4. Executive Session
Department	Human Resources
Type	

Recommended Action

5. Other Committee Business

6. Adjournment

Subject	6.1. Motion to adjourn
Meeting	September 18, 2025 - HRPC 09/18/2025 - Thursday, September 18, 2025, 8:30 AM, HR Conference Room, 200 Church St., Burlington, VT
Category	6. Adjournment
Department	Council and Board
Type	
Recommended Action	

7. Informational and Non-Discrimination Statements

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status or genetic information. The City is also committed to providing proper access to services, facilities and employment opportunities. The programs and services of the City of Burlington are accessible to people with disabilities. Individuals who require special arrangements, auxiliary aid, service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City of Burlington, should contact the office of the Title II Burlington ADA Coordinator at 802-865-7000 as soon as possible but no later than 48 hours before the scheduled event.



Monday, July 14, 2025, 8:30 AM, Sharon Bushor Conference Room, 149 Church St., Burlington, VT

8:30 am, Sharon Bushor Conference Room, 149 Church St., Burlington, VT OR Remotely via ZOOM:
Please click the link below to join the webinar:
Zoom Link: <https://zoom.us/j/94820907375?pwd=ZWdzWk5KTGp5K29vZ1dEd2dLaU9jOT09>
Meeting ID: 948 2090 7375
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Present

Councilor Sarah Carpenter, Chair (SC)
Councilor Marek Broderick (MB)
Councilor Melo Grant (MG)
Lynn Reagan, Acting HR Director (LR)

Others Present:

Chapin Spencer, Director of DPW
Damion Gilbert, AFSCME 1343
David VanDeusen, AFSCME 1343
Emmett Wood, City Attorney – council to the HRPC
Hayley McClenahan, City Attorney – council for HR and DPW
Meaghan Diffenderfer, HR Administrative Coordinator
Megan Moir, DPW Division Director – Water Resources
Rory Cummings, DPW employee
Steve Roy, retired DPW employee
Tony Berry, HR Manager

Meeting called to order, 8:34 am by Chair Carpenter

1. Approve Agenda & Minutes

MB moves to approve the agenda as written.
SC seconds.
All in favor, so moved and approved.

MB moves to approve the minutes as written.
SC seconds.
All in favor, so moved and approved.

2. Public Forum

None.

Motion by Councilor MB to find that premature general public knowledge of labor relations and employee grievances would clearly place the City at a substantial disadvantage because the City risks disclosing confidential personnel matters in public.

SC seconds.
All in favor, so moved and approved.

Motion by Councilor MB that based on the finding of substantial disadvantage, the Council enter into executive session to hear the grievance under the provisions of 1 V.S.A. 313(a)(1)(B) and (D), to include legal counsel, committee members, Rory Cummings, David VanDuesen, Damian Gilbert, Steve Roy, HR Personnel, Division Director Megan Moir, and Department Director Chapin Spencer.

SC seconds.
All in favor, so moved and approved.

Pause while waiting for final council member to join.

Re-enter executive session.

Motion by Councilor MB, to find that premature general public knowledge of labor relations and employee grievances would clearly place the City at a substantial disadvantage because the City risks disclosing confidential personnel matters in public.

MG seconds.

All in favor, so moved and approved.

Motion by Councilor MB, that based on the finding of substantial disadvantage, the Council enter into executive session to hear the grievance under the provisions of 1 V.S.A. 313(a)(1)(B) and (D), to include legal counsel, committee members, Rory Cummings, David VanDuesen, Damian Gilbert, Steve Roy, HR Personnel, Division Director Megan Moir, and Department Director Chapin Spencer.

MG seconds.

All in favor, so moved and approved.

3. Executive Session

Those participating in the hearing sworn in by Counsel.

Grievance Hearing.

Grievance hearing adjourned, Committee Members will reconvene on July 24th to deliberate.

MB moves to adjourn executive session

MG seconds

All in favor, executive session ends

4. Other Committee Business

Next meeting will be July 24 – HR team will send out an invite.

All clarifying questions go to Attorney Wood.

Next regular meeting August 11

5. Adjournment

MB moves to adjourn

MG seconds.

All in favor,

Meeting adjourned, 10:12 by Chair Carpenter

6. Informational and Non-Discrimination Statements

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