

**Grand Isle Select Board**  
**Grand Isle Town Office 9 Hyde Rd, Grand Isle VT**  
**Minutes of the Meeting for Monday October 16, 2023**

**CALL TO ORDER:** The selectboard chair, Jeff Parizo, calls the meeting to order at 6pm.

**Board Members Present:** Jeff Parizo, Josie Leavitt, Jen Morway, Ellen Howrigan

**Board Members via Zoom:** Couper Shaw

**Community Members Present:** Jean Baker Prouty, Ron Bushway, Lucille Campbell Marie Prescott, Melissa Boutin, Tim Maxham, William Shaw, Emily Clark

**Community Members via Zoom:** Sue Lawrence, Mary Parizo, Deb Lang, Bianca Lafayette, Joe Longo, Mike Donoghue, John Lafayette, KC Fantoni

**Add to Agenda:** Josie Leavitt moves the item "Administrative Check-in" to be before the Executive Session. Jeff Parizo adds COLA (Cost-of-Living Adjustment) to New Business.

**Review and Approve Minutes:** *Josie Leavitt makes a motion to approve the meeting minutes of October 2, 2023. Jen Morway seconds.* Ellen Howrigan notes that there was a typo that Angie Low has fixed. *No further discussion. Jeff Parizo calls the vote, which passes unanimously.*

**Guests:**

**Highway Department Update:** Ron Bushway (Bushway) says that the center lines were painted on Pearl Street and that they have been busy hauling sand.

**Buildings Facilities Manager Update:** Bushway asks is any funds were carried over from the Selectboard maintenance budget, that if there is Bushway asks if it could be moved into this year's budget for building maintenance. Melissa Boutin (Boutin) says that they have overspent by \$2,362.46. Bushway says that they replaced the door trim at the Annex. Bushway says that Premiere Pressure Washing cleaned the Town Office last week. Bushway explains that they will be back on Thursday with a special solution to further clean a stain on the front of the town office. Bushway says they also pressure washed the Annex. Bushway says the septic tanks are scheduled to be pumped on October 30<sup>th</sup>. Bushway says that the exhaust filters at the Fire Department are due to be replaced. Bushway says that he and Emily Clark met last week and have configured the Square point-of-sale system. Bushway says they should have it active by November.

**New Business:**

**IT RFP Discussion:** The selectboard discusses the current state of IT for the town and goes over where they are with Rural Solutions. The selectboard discusses whether they should put out a new RFP for IT services. The selectboard discusses meeting with Thomas from Rural Solutions at the next Selectboard meeting, noting that he will be bringing a new proposal for the next year. The selectboard decides that they need to send out a new RFP in order to have options. Josie Leavitt says she will prepare a new RFP.

The selectboard decides that accepting emailed proposals for this RFP makes sense. Ellen Howrigan asks that they send the new RFP to the tech group in Burlington, Leavitt asks Howrigan to send her that contact info. The selectboard discusses putting the new RFP on the website, Front Porch Forum, and as a classified ad on VLCT. Marie Prescott comments that she and others in the office have found Rural Solutions to be very helpful, that they help on many levels. Jen Morway (Morway) asks Marie Prescott if she has taken advantage of Rural Solutions education modules on their website. Marie Prescott says she did not know about that offering. Jean Prouty asks how many tech support hours a month have they been using. Jen Morway says that it is different every month. Boutin comments that Rural Solutions has been phenomenal.

**Fire Station Visit- November:** Jeff Parizo (Parizo) explains that Fire Chief, Adam White, has invited the selectboard to tour the fire department at some point in November and that Angie Low will schedule when that will take place.

**COLA (Cost-of-Living Adjustment):** Parizo says that Social Security is at 3.2% and ask the selectboard if he may reach out to the other boards to notify them to use 3%, the selectboard says yes. Parizo asks that COLA be put on the next agenda.

#### **Old Business:**

**Budgets Spreadsheet Availability:** Parizo asks Boutin if she is still on track to have the spreadsheets ready for October 18<sup>th</sup>, Boutin says yes.

**Personnel Policy Discussion:** Parizo asks if the selectboard wants to move forward with Paid Time Off. The selectboard says yes. Parizo asks if they want to move forward with the sick time/vacation time as accumulating to 4.5 weeks after one year of employment. Leavitt says she thinks that makes sense, noting that these are hard jobs, that the jobs do not pay as much as other jobs do, and that this benefit is a good way to attract and retain employees. The selectboard discusses whether sick time should be use-it-or-lose-it as they move to consolidate vacation time and sick time into paid time off. The selectboard discusses 12 days of sick time a year. Howrigan notes that they should take into consideration that given the proximity of the islands to where doctors' offices are, needing to travel to a doctor's appointment could take half a work day. Parizo notes that they need to consider that if an employee does not use paid time off, and it gets paid out at the end of the year, the town has not budgeted for that and it becomes a liability. John Lafayette comments that employees of the State of Vermont earn 3.56 hours of sick leave and 3.65 of vacation time every two weeks. John Lafayette says that there is no cap on sick leave and unused time rolls over to the next year whereas unused vacation time rolls over and is capped at 240 hours until after 5 years where it increases. Boutin says they should contact surrounding towns and see how they handle vacation/sick/PTO.

**Community Service Discussion:** Leavitt says that Larrow's parole officer said his community service was strongly suggested to take place in Grand Isle County. Leavitt explains that part of the community service is for Larrow to reach out to schedule the work. Leavitt says that she will give the parole officer's contact info to the departments that could use Larrow's help. Parizo asks how they can keep track of the time, Leavitt says that the parole officer will do that.

**Time Cards Reminder- November 1<sup>st</sup>:** Parizo reminds town employees that they will need to be using the new time cards as of November 1<sup>st</sup>.

**LHMP Engagement Letter:** Parizo states that he sent out the engagement letter to the selectboard and asks them if they have any questions and if he is ok to sign it. ***Josie Leavitt makes a motion that Jeff Parizo signs the engagement letter with Threat Owl to handle the Local Hazard Mitigation Plan. Jen Morway seconds.*** Jen Morway asks how the town will handle this since it was not budgeted for, Jeff Parizo says they can put it in the budget for next year or figure out another way, perhaps with unassigned funds. ***No further discussion. Jeff Parizo calls the vote which passes unanimously.***

**Administrative Check-In:**

**Josie Leavitt:** Create new IT RFP. Email Ron Bushway the parole officer contact information.

**Jeff Parizo:** Will email all departments to let them know the spreadsheets are ready and available for budgets. Will contact surrounding towns regarding how they handle starting wage, benefits, and vacation/sick/PTO.

**Jen Morway:** Will look into information from the VLCT fair regarding wages. Will put together information about Rural Solutions billing.

**Ellen Howrigan:** Will look into information from the VLCT fair regarding wages. Emailed Josie the Burlington Tech group info. Will catch up on credit card statements.

**Review and Sig Warrants:** ***Josie Leavitt makes a motion to have Jeff Parizo review & sign the warrants. Jen Morway seconds.*** Jeff Parizo asks Melissa Boutin about Scott Brown's vacation time, that he is part time. Melissa Boutin says that was part of the agreement when he was hired. Jen Morway asks if Meissa Boutin can let them know when Scott was hired so they can track that, Melissa Boutin says yes. Melissa Boutin says that the Planning Commission approved his vacation time. Jeff Parizo says he will look further into that. Jen Morway says she will follow-up with Melissa Boutin on this. ***No further discussion. Jeff Parizo calls the vote which passes unanimously.***

**Executive Session:**

***Jeff Parizo moves to find that premature general public knowledge of the advice of the Town's Attorney would place the Town at a substantial disadvantage because public disclosure of the discussion would lead to the disclosure of privileged and confidential attorney-client communications made for the purposes of providing legal services to the Town. Jen Morway seconds. No further discussion. Jeff Parizo calls the vote which passes unanimously.***

***Jeff Parizo moves to enter executive session to discuss attorney-client communications made for the purposes of providing professional legal services to the Town under 1 V.S.A. §§ 313(a)(1)(F) and to invite the Town's Attorney into the executive session]. Jen Morway seconds. No further discussion. Jeff Parizo calls the vote which passes unanimously.***

***David Rugh recommends that the town attorney send a letter to the Town Clerk/Treasure. Jeff Parizo so moves. Ellen Howrigan seconds. No further discussion. Jeff Parizo calls the vote which passes unanimously.***

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Melissa Boutin says that was part of the agreement when he was hired. Jen Morway asks if Meissa Boutin can let them know when Scott was hired so they can track that, Melissa Boutin says yes. Melissa Boutin says that the Planning Commission approved his vacation time. Jeff Parizo says he will look further into that. Jen Morway says she will follow-up with Melissa Boutin on this. *No further discussion. Jeff Parizo calls the vote which passes unanimously.*

Adjournment: *Josie Leavitt makes a motion to adjourn the meeting at 7:44pm. Ellen Howrigan seconds. No further discussion. Jeff Parizo calls the vote which passes unanimously.*

Minutes respectfully submitted by Angie Low.

DRAFT