

Grand Isle Select Board
Grand Isle Town Office 9 Hyde Rd, Grand Isle VT
Minutes of the Meeting for Monday May 20, 2024

CALL TO ORDER: Selectboard Chair, Jeff Parizo, calls the meeting to order at 6pm

Board Members Present: Josie Leavitt, Jeff Parizo, Jennifer Morway, Ron Bushway, Ellen Howrigan

Board Members via Zoom:

Community Members Present: Denise Abbott-Douglass, Melissa Boutin, Angie Low, Colleen Bushway, David Leake, Glenda Leake, Linda Effel, Randy Gover, Emily Clark, Emily

Community Members via Zoom: Sue Lawrence, Lucille Campbell, Mary Parizo, Joe Longo, Marilyn Mahusky, Mike Donoghue

Add to Agenda: Ron Bushway adds *Trash & Yard Waste at Cooper Park* to Old Business. Jeff Parizo adds *Grand List Extension Request* to New Business. Jennifer Morway adds *Hyde Road Parking Signs* to New Business, *Clerk & Treasurer Salaries* to Old Business, and if needed- *Executive Session* for the Personnel Policy Discussion. Ellen Howrigan adds *Credit Cards* to Old Business.

Public Comment: Denise Abbott-Douglass (Denise) explains that there was an event at the park that caused traffic problems, that she called Ray Allen's cell phone and he explained to her that he was not on shift at the time and would like to know what she should do in a situation like that. Josie Leavitt (Josie) advises that she could call 911 in that situation. Jeff Parizo (Jeff) says that she could also call the main number of the sheriff's department to see if any of the other deputies are available. Denise goes on to explain that Ray Allen advised to her to call the Selectboard. Ron Bushway says that he travelled to the park to check it out and by the time he arrived, there was no one there. Jennifer Morway (Jennifer) says that she will contact Ray Allen and ask him about coverage hours and which numbers to call when there is no local coverage.

Review and Approve Minutes: *Jennifer Morway makes a motion to approve the May 6, 2024 minutes with corrections. Ellen Howrigan seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes. Josie Leavitt abstains due to absence.*

Guests

Marilyn Mahusky, Stitzel, Page & Fletcher- Personnel Policy: Marilyn Mahusky (Marilyn) goes through the Personnel Policy with the Selectboard, page by page, going over additions, deletions, and edits that Marilyn made. Josie asks Marilyn who sets the salaries for the assistants to the Clerk & Treasurer, citing page 3. Marilyn says the Selectboard sets that salary, noting that often they allow that personnel to elect to receive benefits as well. Jennifer reads from the personnel policy draft and notes that the town has the highway department personnel and the zoning administrator as employees who would be covered under the personnel policy. Marilyn and the Selectboard discusses other positions, such as the Library positions, and whether or not they would be covered under the personnel policy as well. Jennifer reads from the personnel policy, noting that treasurer positions are elected positions that serve the pleasure of the voters and that certain benefits would not generally apply to them, such as sick leave

and vacation requirements. Jennifer notes that there had been times that the town paid an elected official a salary and then hourly time on top of that salary, Marilyn says that is not required. Jennifer asks if they can make Section 2 declare that elected officials are not covered by this policy to simplify the complex language. Marilyn says they can simplify that and explains that other towns have also encountered this, that many towns do not offer their elected officials any benefits. Jennifer explains that VLCT cites that if a town offers health benefits to its employees, it may also offer those benefits to full-time elected officials. Marilyn explains that there is the option to do so, but that the town is not required to do so, and that the Selectboard has to make that decision each year whether or not to offer those benefits. Marilyn goes on to explain that health benefits are more often offered to the Town Clerk and Town Treasurer since those are often the positions that will opt-in to those benefits given the full-time status that those positions often require, but that each town is different and it can change year to year. Marilyn asks for a list of positions in the town, detailing how they are compensated and she can help them with the language to ensure it encompasses what the Selectboard would like to cover. Jennifer asks Marilyn about State mandates on things like sick time for part-time elected officials, if elected officials that have under 40 hours a week are eligible for sick time benefits. Marilyn says that in order to meet the criteria for those types of requirements in order to provide that benefit, giving Family And Medical Leave Act (FMLA) as an example, the municipality would need at least 10 employees who work at least 30 hours a week, regularly, over a 20-month period. Marilyn notes that for sick time, they would need at least 15 employees whom work at least 30 hours a week regularly over a 20-month period. Marilyn says that many towns are not covered by FMLA because of these requirements. The Selectboard moves onto the section covering Employee conduct. Marilyn goes over the changes that are being made at the state level on this. Marilyn says that it can be made a criterion that those dealing with the public can be made to be respectful of the public. The Selectboard goes over Marilyn's suggestions for language on this. The Selectboard goes over what constitutes as overtime, whether overtime is after 40 hours of worked time, or after 8 hours of a worked day. Josie gives the example of a highway employee working a 13-hour shift on a day they have to plow, supposing that they should be eligible for overtime for that day. Jennifer says that if snow is in the forecast for later in a day, the highway employee could start later in the day in order to avoid a 13-hour shift. Ron Bushway (Ron) asks what other businesses are conducted like that, Marilyn says that many municipalities do that in order to avoid long shifts. Marilyn asks if there is a supervisor of the highway department, Jeff says there is a foreman. Marilyn explains that the foreman would have the ability to adapt schedules in that way, that if snow was forecasted for later in a day the supervisor could have the start of the shift begin later than their normal schedule. Josie notes that the highway employees have other tasks and jobs to do other than plow. The Selectboard moves on to other suggestions Marilyn has made and go over those. The Selectboard discusses Paid Time Off (PTO), that it will be accrued to a 40-hour work week. Josie asks if it should be 35 hours, Jennifer explains that for health benefits, it's 35 hours. Jennifer notes that it states that PTO is accrued by month, but they have been paying sick and vacation time out on July 1st. Melissa Boutin (Melissa) explains that vacation time has been paid on July 1st but sick time accrues per month. Jennifer explains that they need to state that PTO is accrued per month. The Selectboard discusses how many sick days a full-time employee should have with Marilyn based on what the standards are. The Selectboard discusses that full time employees can carry over a maximum of 160 hours for vacation time. Jennifer asks Marilyn if PTO can only be paid in lieu of hours worked, Jennifer gives an example as an employee could not work 40 hours in a week and also put in for 16 hours of vacation for that same week, Marilyn says that is correct. The Selectboard notes that currently vacation/sick time is paid out at

the end of the fiscal year on July 1st, unless the employee leaves their position in which it is paid when they leave. The Selectboard discusses that sick time will no longer be paid out at the end of the year or when someone leaves, that they want people to use their sick time and if they do not use it they will lose it. Josie asks about a part that details how harassment or discrimination complaints will be handled, that it says that those complaints will be investigated- Josie asks who will be the one to investigate. Jeff says that will have to be added to their Standard Operating Procedures and asks Marilyn who should be the person to investigate that. Marilyn says often times it is a Town Administrator that would do that investigation, that since Grand Isle does not have a Town Administrator, the complaints should be sent to the town attorney. The Selectboard and Marilyn go over more suggested edits. Jeff says that they will give Marilyn some time to finalize the edits and that they will adopt the new policy at the next meeting.

Highway Department Update: Ron says that they did more ditching on Adams School Road and reviewed two curb cuts that he will bring to the next meeting. The Selectboard discusses curb cuts and checking DRB decisions. Ron says Free Metal Day was a success, that they filled 3 30-yard dumpsters.

Buildings Facilities Manager Update: Ron says he worked on the Fire Station door and lights, that it's not 100% yet but that it's better now and he will continue to work on those issues. Ron explains that he has to order the light to replace it, that it's a special type of light.

IT Update

Jennifer says that almost everyone has transferred to the .gov email and that two-step authentication began today. Jennifer notes that no one requested the token for the two-step authentication.

New Business:

PACIF Coverage for Events: Emily Rich explains that she was thinking about having a bouncy house at her summer reading kick-off party for the library, that she asked Adam White about the idea and he explained she would have to see if the insurance would cover a bouncy house. Emily Rich said that the lawyer advised against it. Emily Rich says that Donaldson has had bouncy houses in the past and wonders if they have different insurance. Jeff says that it is the same insurance. Jennifer says that there are companies that rent out bouncy houses that have their own insurance. Jeff says that if she can find a company with their own insurance, she would be ok to move forward with an event with a bouncy house. Emily Rich says that she tabled the bouncy house for this event but will investigate that for future events.

Grand Isle Public Point of Distribution MOU Discussion: The Selectboard goes over the three documents from the Vermont Department of Health. The Selectboard goes over the MOU.

Jennifer Morway moves to approve the Grand Isle Public Point of Distribution MOU. Josie Leavitt seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.

Jeff explains that he is putting Adam White as the primary contact, that he will ask Adam White to put him as secondary, that Ron Bushway will be the maintenance contact, and that the IT contact will be Secured Network Services.

Grand List Extension Request: Jeff explains that the Listers are requesting an extension for the Grand List. Jeff states the request form as PVR4342. Sue Lawrence (Sue) explains that the Grand List is due the 4th of June and that they may need more time to file it given that June 4th is also the date of the next

School Budget Revote. Sue explains the next Selectboard meeting is June 3rd and that might be cutting it to close to file for an extension if they need it, noting that they may not need to file the request but in the event that they do, they would like the Selectboard approval in advance.

Josie Leavitt makes a motion to sign the Grand List extension request. Ron Bushway seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.

Hyde Road Parking Signs: Jennifer says that the Island Hub will be putting up No Parking signs, that they agree with the Selectboard that customers should not be parking on the shoulder of Route 2. Jennifer explains that their concern is not wanting to put signs in an easement. Jennifer asks Ron if The Island Hub could put signs in the easement for this situation, noting that The Hub does not own the land across the street so they are unsure of where to put the signs. Ron asks who is paying for the signs, the town or The Hub. The Selectboard discusses who should pay, landing on perhaps splitting the cost. Jennifer asks if they can find out how much the signs will cost so they can approach The Hub with a proposed amount, Ron says yes. The Selectboard decides to revisit this topic at the next meeting once they find out the cost.

Old Business

Appointed vs. Elected: Jennifer says that she called the list of people that was assigned to her. Jennifer says that the Selectboard had asked Melissa to work out how many hours, on average, she spends on Clerk tasks vs Treasurer tasks. Jennifer says that what she learned from the towns she contacted was that each town ended up changing how they did things, whether the appointed question passed or not. Jennifer says that St. George seems to be the most closely aligned with how Grand Isle is currently run. Jennifer notes that the St. George Town Clerk/Treasurer was the one to ask for the position to be changed from elected to appointed, noting that the main reason was for that the position could receive full benefits and for job security. Jennifer says that is also offered more confidentiality to the position. Jennifer notes that in all the towns she spoke with, the 45 days was not an issue. Emily Clark asked what St. George's breakdown was for each position, Jennifer says that their Town Clerk is 20 hours a week and the Treasurer is 10 hours a week and they have an Assistant to the Boards which is 10 hours a week. Jennifer says that their Treasurer is a CFO that lives out-of-state. Josie wonders if St. George is able to do that because they are so small. Josie asks if anyone else on the Selectboard called their list of people. Ellen Howrigan (Ellen) says that she called her list, noting that not every one responded. Jennifer says that she had two people not respond. Josie says she has not called her list of people. Jeff says that he looked into his list and that he found that there were many different decisions made and all for various reasons. Ron says he spoke with East Montpelier, that they appoint both the Town Clerk and Town Treasurer and that they have a Town Administrator. Jeff notes that the reason they are considering appointing only the Treasurer position is due to the town attorney's explanation- that the Town Clerk is the election official and therefore needs to be elected. Melissa comments that does not make sense. Jeff says that towns that appoint their clerk have it written as such in their town charter. Jennifer notes the towns she spoke to- Hinesburg, Middlebury, Stockbridge, Shoreham Town, St. George, and West Haven Town. Jennifer says that Middlebury decided to keep the Town Clerk/Treasurer elected, even though it passed to appoint, and that their Treasurer would only write checks and everything else would be given to an accounting firm which costs them \$20,000 a year. Jennifer says each town took into account the number of hours each role needed and that will be an important factor to gather from Melissa so they

can figure out how Grand Isle should move forward. Ron asks if the population would come into play when trying to figure out how much time each role needs. Josie asks Melissa if she has a breakdown of her hours. Melissa says that she does not, noting that she has been extremely busy. Melissa explains that the duties in the office have always been collaborative, that breaking the duties down into which role does which is difficult. Melissa details the amount of work that goes on in the office, that both she and her assistants do the work without noting which role it might fall under. Josie says that they just need a ballpark estimate on hours for each. Jennifer notes that this is a good example of why the Clerk position should be its own full-time position. Melissa comments that she feels that as an elected official, they should not be telling her that she does not deserve time off. Jennifer explains to Melissa that this is not a personal thing against her, that the work load for the Clerk position has increased to the point that they need to adapt to the growth of the town. Josie says she will call her list and have her findings ready for the next meeting. Jennifer notes that they need to have the Treasurer and Clerk Salary breakdown calculated before June 30th, and that they need to figure out if each of the positions is full or part time. The Selectboard states that they will continue this discussion at the next meeting on June 3rd.

Clerk & Treasurer Salaries: Jennifer says that they will need the breakdown of duties/hours from Melissa and discuss this under the Appointed vs Elected item at the next meeting.

Credit Cards: Ellen asks if Don Hughes has received his credit card yet, Melissa says they applied for it but that his card has not arrived yet.

Trash & Yard Waste at Cooper Park: Ron says he spoke to Amanda Hiliker, the manager of Cooper Bay Park, about the trash issue. Ron says that she will be sending out a notice to each renter that it is a violation of their lease to dump trash.

Financials

Administrative Check-In:

Jen: Contact ray Allen regarding coverage/off-duty protocol

Ron: Investigate sign pricing for No Parking signs for The Hub

Josie: Call her list of towns

Review and Sign Warrants: *Josie Leavitt makes a motion for the Chair to review and sign the warrants.*

Ron Bushway seconds. Jennifer says that they should hold off on signing the payroll warrants, that NEMRC was having issues with printing. Jennifer asks Melissa to bring them to the next meeting. ***Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.***

Adjournment: *Josie Leavitt makes a motion to adjourn at 8:27pm. Ellen Howrigan seconds. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.*