

Grand Isle Select Board
Grand Isle Town Office 9 Hyde Rd, Grand Isle VT
Minutes of the Meeting for Monday June 3, 2024

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

Board Members Present: Ron Bushway, Jeff Parizo, Jen Morway, Ellen Howrigan

Board Members via Zoom: Josie Leavitt

Community Members Present: Colleen Bushway, Brad Sheridan, Steve More, Denise Abbott-Douglass, Jean Prouty, George Camry, Andy Julow, David Leake, Glenda Leake, John Beavlac, Don Myers, Emily White, Peter Reigleman, Roth Perry, Emily Clark

Community Members via Zoom: Esther Blow, Michele Gammal, Joe Longo, Mike Donoghue, Douglas DiSabito

Add to Agenda: Jeff Parizo adds Executive Session under 'Guests- Brad Sheridan & Steve More'

Public Comment: Jen Morway reminds everyone that voting day is tomorrow (June 4th) and that the Selectboard will be needed to count ballots. George Camry notifies the Selectboard that he will be filing an application for a curb cut on Griswold Rd. Jeff Parizo lets him know that once the application is submitted and approved by Ron Bushway and Brad Sheridan, they will be able to add it to a future agenda.

Review and Approve Minutes: *Ellen Howrigan makes a motion to approve the May 20, 2024 minutes. Ron Bushway seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.*

Guests

Andy Julow- Introduction: Andy Julow (Andy) introduces himself, explaining that he was appointed by Governor Scott to fill in for Dick Mazza's seat for the remainder of the term. Andy explains his intentions of being as helpful as Mazza and notifies everyone of the up-coming veto session on June 17th. Andy goes over what will be included in the veto session and asks that everyone contact him with how they feel about various items in the veto session. Andy lets everyone know that he has his contact information on his legislative page (<https://legislature.vermont.gov/people/single/2024/40333>)

Michele Gammal, Friends of Northern Lake Champlain- Bike Tour: Michele Gammal (Michele) lets everyone know that the date of their bike event will be Saturday June 15th. Michele says that they will have three different start times- 7:30am, 8:30am, and 9:30am. Michele says that they have made larger signs this year, which will all be taken down by Sunday, the riders will not be wearing bibs, and that there are 208 pre-registered riders. Michele notes that Grand Isle will only morning traffic, noting that the bulk of that traffic should be gone about 11:30am. Peter Reigelman asks if they have a plan for bathrooms for the bikers, worrying about people relieving themselves on people's private property. Michele says that they will notify bikers of where the bathroom facilities are and could also give the

riders a list of expected etiquette, that she will discuss that with her board and make sure to address that concern.

Barclay Morris- NWRPC Update: Tabled to the June 17th meeting

Roth Perry- Recreation Event Parking: Jeff Parizo (Jeff) thanks Roth Perry (Roth) for the great work that the Recreation Committee does and explains that they need to address parking for larger events. Roth explains that the last larger event that caused some traffic/parking issues was due to it being picture day. Roth says that next year they are contemplating having picture day at Snow Farm, which has more parking and space. Roth says that the next big event will be the end-of-year celebration and they will utilize the second ball field for parking. Roth floats the idea of clearing an area on Donaldson between two lots that could potentially park about 40 vehicles as over-flow parking. Jeff asks Emily White about a piece of state property that the state park owns, if the Rec committee could potentially use that for parking. Emily White that is something that they can investigate. Emily White says that it may be time for a master plan to be created for Donaldson Park and talks about that they could address with a master plan. Jen Morway says that the Recreation Committee should work with the Planning Commission on getting that started.

Brad Sheridan & Steve More- Highway Dept. Discussion: *Jeff Parizo moves that the Selectboard find that premature public general knowledge of the discussion of contracts and labor relations agreements with employees would place the Road Foreman at a substantial disadvantage because disclosure of the discussion could reveal personal and/or confidential information in the employee's files or records.*

Jeff Parizo moves that the Selectboard enter into executive session to consider contracts and labor relations agreements with employees, particularly the Road Foreman, pursuant to 1 V.S.A. Sections 313(a)(1)(A) and 313(a)(1)(F), inviting the Road Foreman [and anyone else that is not on the board that the Selectboard wants to attend] into the discussion. Ron Bushway seconds. No further discussion. Selectboard Chair, Jeff Parizo calls the vote which passes unanimously.

Jeff Parizo makes a motion to exit executive session at 6:59pm with on decision. Jen Morway seconds. No further discussion. Selectboard Chair, Jeff Parizo calls the vote which passes unanimously.

Highway Department Update

Ron Bushway (Ron) gives a highway update, that they finished paving the south end of Adams School Road, and that they did some ditching at Vantine's. Jeff asks Ron if they still have the excavator that they were renting. Ron says they do, that they have it for the month of June, that they will return to ditching once roadside mowing is completed. Jean Prouty asks the highway department to fix the pothole in the Hyde Cabin driveway.

Highway Dept. Employee Hire: Ron and the selectboard discuss advertising the job position. Jeff asks Ron to send Angie Low the information, that she will post it on the town website, and asks Ron to put it in The Islander and Front Porch Forum. Jen Morway mentions a state website for job listings and says that as chair, Jeff can post it there.

Curb Cuts- Adams School Road & East Shore South: The selectboard discusses an approved application for a road permit at 132 East shore South, parcel ID #142276.1.

Jeff Parizo makes a motion to approve the road permit for 132 East Shore South. Ron Bushway seconds. No further discussion. Selectboard Chair, Jeff Parizo calls the vote which passes unanimously.

The selectboard discusses a curb cut application for Donald and Susan Henderson, 72 Adams School Road parcel ID #050134.8.

Jeff Parizo makes a motion to approve the Donald and Susan Henderson curb cut access at 72 Adams School Road. Ellen Howrigan seconds. No further discussion. Selectboard Chair, Jeff Parizo calls the vote which passes unanimously.

'No Parking' Signs Discussion: Ron says that the pricing for the signs with posts will be between \$125-\$150. The selectboard discusses the sign that had to be removed at the Island Hub. The selectboard discusses the reasons why they need the signs posted, contacting the owner of that property, tenant parking, and the fine for parking in a posted no-parking area as \$59 per Sheriff Allen. Ron notes that they may want to speak with the owner of the property before they post the signs. The selectboard agrees.

Buildings Facilities Manager Update

Ron says he is waiting for an update from Alan Landry regarding the Block School House.

IT Update

The Selectboard discusses who still needs to go through the process of changing their email to Microsoft.

New Business

Early Arrival to Selectboard Meetings: Ellen Howrigan explains that before the Selectboard meeting begins, the Selectboard is reviewing documents and asks the community members who arrive early to keep the volume down.

Personnel Policy Interpretation Discussion: Jeff notes that the Personnel Policy can only be interpreted by the Selectboard, by statute; that any questions of clarification on the personnel policy should be directed to the selectboard.

Fire Station Stormwater Permitting Renewal: The Selectboard discusses the stormwater permit for the fire station. Jeff explains that it is \$1,400 for the permit and it is good for 5 years, and that beginning in 2025 will be \$500 to renew it each year. Jeff notes Jay Buermann has been the engineer working on this and has all the information regarding it.

Jeff Parizo makes a motion to approve the contract for Buermann Engineering, LLC for the \$1,400 lump sum to do the permit and a lump sum of \$500 for 5 years. Ron Bushway seconds. No further discussion. Selectboard Chair, Jeff Parizo calls the vote which passes unanimously.

Accrued Time Discussion: Jen Morway (Jen) explains the potential change that will take place with the new personnel policy, that the accrued time limits would change, that the selectboard needs to discuss whether they will pay out the accrued time that is over the rollover limits. Jen further clarifies that if they move from a 240-hour limit to a 160-hour limit, there will be people who lose a lot of accrued time, asking the selectboard if they feel they should pay out the entirety of that accrued time, noting that it is the selectboard that is making this change. The selectboard agrees that they should.

Jen Morway makes a motion to approve paying anyone up to the amount that they have accrued above 160 hours as of June 30, 2024 of vacation time only. Ellen Howrigan seconds. David Leake asks if this should be put on the ballot in November since it is the taxpayers' money paying the benefits. Ron Bushway explains that they have been paying these benefits for years even though they were not required to do so, that he feels voting on that would not be necessary. Jen Morway explains that they want to be upfront with voters on the budgets that they vote on approving, that if they vote to approve an amount for a 52-week salary, that is what they pay out and not above and beyond that. ***No further discussion. Selectboard Chair, Jeff Parizo calls the vote which passes unanimously.***

Old Business

Adopt Personnel Policy: Jeff explains that they are waiting on Marilyn Mahusky for the updated policy, that she is planning on having it ready for the June 17th meeting. Tabled to June 17, 2024.

Treasurer & Clerk Positions, Appointed vs Elected & Salary Breakdown: Melissa Boutin (Melissa) asks what will happen to the time she has carried over once the policy is put in place. Jen explains that at the last meeting, Marilyn Mahusky explained that because the Town Clerk/Treasurer positions are elected, they are not subject to vacation or sick time since those position set their own schedules. Melissa says that if she were to shut the town office down for a day off, that would lead to her not getting re-elected. The Selectboard reviews the NEMRC report that Melissa supplied of accrued vacation and sick time. Jeff reads the last paystub and notes that Melissa's remaining sick time as 84.5 hours. Jen reads from the report that Melissa has taken 189 hours of time off for this year, Melissa says that is incorrect. Jeff reads that Melissa has taken 176 hours of vacation this year, Melissa says that is an accumulative amount from when they started using NEMRC and not the time she has taken off this year. Jeff clarifies, saying that is not for just this year, Melissa says it is for multiple years. Melissa says she has taken 2 days' vacation and 45 hours of sick time for this year so far. Jen asks Melissa about the report she is reading from, noting that it has different information than the report she supplied the selectboard with. Melissa says she is looking at her payroll stubs. Jen asks if she could supply the with a NEMRC report that shows accrued time for the current fiscal year, Melissa says yes. Jen notes that is the information she has been requesting from Melissa. Melissa and Jen discuss what information has been requested, what time Melissa has taken for the year and what time Melissa has accrued for the year. Jen explains that she requested a report that shows what the accrued sick time for the year is, that Melissa supplied a report showing accrued sick time over what is possible for a single year. Jen says that Melissa said there was more sick time than possible in a year due to time that was carried over. Jen explains that sick time

should never be carried over, citing the current policy in place. Jen explains that the selectboard needs a report for the current year's accrued time, noting that for the selectboard to make financial decisions they need data and that it has been difficult to get that data. Jen explains that there are policies that are in place, policies put in place from past selectboards, that state what can and cannot happen. Jen goes on to explain that financial decisions regarding those policies should be made by the selectboard but instead are being made by the town clerk/treasurer and that should not be happening. Jeff notes that they will continue this discussion even though Melissa has exited the meeting, Jen explains that Melissa worries that if she closes the town office in order to take time off, that it will lead to her not being re-elected. Jeff notes that since Melissa's last full-time assistant left, there seems to be no urgency from Melissa to hire another full-time assistant, that a full-time assistant would provide Melissa with the opportunity to take time off and keep the town office open. Jeff notes that Melissa has enough money in her budget to hire more assistants. Jen questions that if the Town Clerk position is roughly 30 hours a week and the Town Treasurer is roughly 20 hours a week, is it fair to say that 50 hours a week to hold both positions by the same person is too much. Jen notes that she feels that each position should be held by different people. Josie Leavitt (Josie) notes that every year, Melissa is the only one to run for both positions. Jeff explains that since these are elected positions, people need to be a resident in order to run for those positions, that if one position for appointed, that would widen their prospects due to not having the limitation of the residential requirement. Josie asks if they are capable of managing the HR if the Treasurer position becomes appointed. Jen says that if the treasurer position were to become an appointed, it would be beneficial to the town if they hired an insured bookkeeping firm. Emily Clark comments that it is important for the selectboard to have the data needed to do their jobs, that she feels due to the town clerk position expanding with a growing population that the town is left without a financial manager who can produce timely reports with interpretable data they can rely on, that it is not due to a lack of bandwidth from the selectboard but instead not having the data they require to manage properly. Jen moves to discussing the breakdown of salary between the clerk and treasurer position. Jen states that the current salary for FY25 with the COLA increase is \$77,250.12 for the combined positions of Town Clerk and Town Treasurer. Jen notes that now that Melissa has left the meeting and due to not receiving a breakdown of hours from Melissa, they will have to estimate the breakdown. Jen says that the town office is open for 35 hours between Monday-Friday, with two extra hours on Saturday. Jen says that given that data, the clerk position is 35 hours a week and the treasurer position about 20 hours a week, noting that 35 hours for clerk is probably not necessary. Jeff comments that the 35 hours the town office is open is set by the town clerk and not necessarily how many hours it needs to be open. Jeff notes that the treasurer position can be remote, that they would not need to work out of the town office. Jen says she has estimated the Town Clerk position as \$50,000 and the Treasurer position as \$27,250. The Selectboard discusses the breakdown and agree with the amounts. Jen notes that there is \$31,582 left in the budget for town clerk/treasurer assistant positions.

Jen Morway makes a motion that as of July 1, 2024, the Town Clerk position be a stipend position of \$50,000 for the year, with no benefits, paid by weekly payroll. Jeff Parizo seconds. No further discussion. Selectboard Chair, Jeff Parizo calls the vote which passes unanimously.

Jen Morway makes a motion that of July 1, 2024, that the Town Treasurer position be a stipend position of \$27,250 for the year, with no benefits, paid by weekly payroll. Jeff Parizo seconds. No further discussion. Selectboard Chair, Jeff Parizo calls the vote which passes unanimously.

Jen says that the selectboard needs to discuss Melissa's current accrued time. Jeff says that based on the data they were given on April 26th, Melissa has accrued 84.5 hours of sick time, totaling \$3,046.88 and has accrued 224 hours of vacation time, totaling \$8,076.95, that combined totals \$11,123.83. Jeff says there may be 8 ore hours that will accrue before July 1st. Jen notes that Melissa rolled over 50 hours of sick time and 80 hours of vacation time from last year. The selectboard notes that sick time should have never been rolled over and that it should have instead been paid out at the end of the year. Jen notes that between last year and this year there was a 6% COLA increase, that the rate that the sick time should have been paid last year is 6% more now that it was rolled over. The selectboard discusses Melissa's accrued time and how it has been handled in the past, budget planning, and the responsibility of the selectboard to the community. Jeff explains that for the \$11,123.83 of Melissa's accrued time, they have that in the budget and would be able to pay that out to her if the selectboard decides to do so. The selectboard discusses paying Melissa's accrued vacation time.

Jeff Parizo makes a motion to pay the Town Clerk/Treasurer the 224 hours of vacation time at today's rate which totals \$8,076.95 to be paid by June 30, 2024. Jen Morway seconds. No further discussion. Selectboard Chair, Jeff Parizo calls the vote which passes unanimously.

The selectboard discusses whether to pay Melissa's accrued sick time. Jen notes that what she has for a total of accrued sick time is different than what Jeff has, Jen has 92.5 hours and Jeff has 84.5 hours. The selectboard works to calculate what rate the accrued sick time would total to.

Josie Leavitt makes a motion to pay out 92.5 hours of accrued sick time to the Town Clerk/Treasurer at today's rate. Ron Bushway seconds. The selectboard discusses what that amounts to and the rates.

Jen Morway makes a motion to zero-out the Town Clerk/Treasurer's accrued sick time. Jeff Parizo seconds. Jeff notes he could go either way.

Josie Leavitt makes a motion to pay Melissa Boutin the 92.5 hours of accrued sick time which totals to \$3,335.35 to be paid by June 30, 2024. Ron Bushway seconds. No further discussion. Selectboard Chair, Jeff Parizo calls the vote which passes.

The selectboard discusses who will notify Melissa of these decisions and question who is the second check-signer on the bank account now that Sue Moquin has left her position as assistant clerk/treasurer. Ellen says she will notify Melissa of the decisions.

Jeff Parizo makes a motion to put on the November 5, 2024 ballot to ask the town voters if they would like to go from an elected town treasurer to an appointed town treasurer. Ellen Howrigan seconds.

Glenda Leake asks if the selectboard can hold an informational meeting before that voting day to educate the town's people on that question and allow them to ask questions. Jeff says that since it is a November presidential meeting, they would not normally have an informational meeting. Josie comments that they could hold a special meeting or a special informational meeting before the November election for this item. ***No further discussion. Selectboard Chair, Jeff Parizo calls the vote which passes unanimously.***

Financials

CD Review: The selectboard tables this, noting that they need Melissa present to discuss this. Josie says she will contact Melissa and request information on the CDs to have ready for the next meeting.

General Budget Review: The selectboard tables this, noting that they need Melissa present to discuss this.

Administrative Check-In

Jeff: Write a letter to the owner of the building where the Hub operates from. Send Steve & Brad the Personnel Policy.

Ellen: Contact Melissa with the decisions made for her accrued vacation & sick time. Find out what Brad's credit card limit is.

Josie: Contact Marie Prescott for the DRB decision on the Hub. Contact Melissa regarding the CDs.

Ron: Send Angie the Highway hire info to post on the town website.

Review and Sign Warrants: *Ron Bushway makes a motion for the Chair review and approve the unpaid warrants. Josie Leavitt seconds. No further discussion. Selectboard Chair, Jeff Parizo calls the vote which passes unanimously.*

Adjournment: *Jen Morway makes a motion to adjourn at 8:58pm. Ellen Howrigan seconds. No further discussion. Selectboard Chair, Jeff Parizo calls the vote which passes unanimously.*