

Grand Isle Select Board
Grand Isle Town Office 9 Hyde Rd, Grand Isle VT

Minutes of the Special Meeting for Thursday June 27, 2024

Financial review 5:15pm-6pm

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

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

Board Members via Zoom:

Community Members Present: Glenda Leake, Scott Brown, Colleen Bushway, Melissa Boutin, Steve More, Brad Sheridan, Jean Prouty, Emily Clark,

Community Members via Zoom: Lucille Campbell, Mike Donoghue, John Lafayette, Esther Blow, Marilyn Mahusky, Joe Longo

Add to Agenda: (47:44) Jeff Parizo adds HCD review to Old Business and adds Scott Brown under Guests. Jen Morway adds Generator Grant under Highway Update.

Public Comment: (48:11) Jeff Parizo updates regarding designating a swim area, notes that the insurance company has been in touch and that they will be conducting a visit, that this item can be tabled until the next meeting. Jeff Parizo announces that Northwest Fiber Works was awarded a construction grant for \$20.2 million to lay fiber for internet.

Guests:

Marilyn Mahusky- Personnel Policy: (50:06) The Selectboard asks Marilyn Mahusky (Marilyn) questions pertaining to the new Personnel Policy and the edits she made. Ron Bushway (Ron) gives an example of a highway employee working on a holiday in the winter that falls on a Friday and gets called in the following Saturday, would those hours on Saturday be considered overtime. Ron gives another example of a highway employee being called in on the Saturday after being on vacation for the week, would the time worked on that Saturday be overtime. Jeff Parizo (Jeff) refers Ron to section 1, page 3 of the Personnel Policy and reads that section, explaining that not every scenario can be covered in the policy and questions or circumstances like that should be directed to the Selectboard when they arise. Brad Sheridan discusses this issue with the Selectboard. Marilyn directs them to page 18, section 26 of the revised version and notes that vacation time does not count as “hours worked” towards the 40 hours worked needed to qualify for overtime. Jen Morway (Jen) asks Marilyn about Holiday Leave in section 19, that it states that elected officials are not covered for Holiday leave- Jen asks Marilyn if this means that elected officials are not to be paid for Holidays, Marilyn says that is correct and notes that is unless elected officials elect to have benefits and thus be covered under the Personnel Policy and explains what parts of the Personnel Policy would not apply to elected officials whom elect to be covered by it, such as termination and probationary periods. Jen asks Marilyn about page 14 section 20, noting that they were going to clarify “paid time off is only to be used in lieu of hours worked”. Marilyn says she will add that and discusses the wording and the placement of that addition. Jen asks about who will be handling the paperwork and facilitating the necessary measures for employees with CDL licenses, giving the example of an employee failing a random substance screening. The Selectboard discusses the Road

Commissioner being given that role, Jen noting that they will have to clarify that name/position in the policy. Marilyn says she will add that.

Scott Brown, Zoning Administrator: (1:15:35) Scott Brown (Scott) hands out a letter he sent to Andrew Botala (Andrew) to the Selectboard. Scott explains that there was a junkyard situation that Andrew what notified about and Andrew disagreed and says that he should be allowed to have the vehicles he has in his yard due to them being a part of his racing hobby. Scott asks the Selectboard's permission to contact the town attorney in this matter. The Selectboard gives Scott permission to do so. Scott lets the Selectboard know that Mike Larrow checks in with him regularly.

Review and Sign Warrants: (1:18:48) The Selectboard reviews and discusses the warrants. *Jen Morway makes a motion to approve the warrants with changes. Josie Leavitt seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.*

Highway Department Update: (1:24:00) Ron says that Brad took 9 days' vacation last week and that they have been working on gravel and trash. Ron says he has not received any applications for the open road crew position. Jeff says that he will post the position on the state employment website when he returns from vacation. Ron lets the Selectboard know that they were awarded a grant of \$12,500 with a completed project on West Shore Road. *Ron Bushway moves that the Selectboard Chair sign it. Josie Leavitt seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.*

Generator Grant: Jen says that the generator grant was approved for the amount of \$33,472 for a Kohler 48 KWRCI generator, that it includes installation, parts, and a 2-year service warranty. Jen notes that it says "Do not order or purchase at this time", noting that it says that it will be finalized between October & November pending FEMA approval.

Buildings Facilities Manager Update: (1:30:53) Ron updates the Selectboard on the Block Schoolhouse, noting that there is a journal on the schoolhouse. The Selectboard discusses details about the construction of the schoolhouse that is detailed in the journal. Ron says that Alan Landry will begin work after July 1st.

IT Update: (1:32:42) Jen says that everyone that should be using a .gov email is now using a .gov email. Jen says that as of July 1st, the old .org emails should no longer be in use.

New Business:

School Board Election- Accounts Payable/Receivable: (1:34:20) Melissa Boutin (Melissa) explains that the school board needs a balance that reflects to June 30th. Melissa says that she needs to submit hours for the extra time she had worked for the budget revotes, clarifying that she came in early and stayed late beyond her normal hours on revote days. Melissa explains that this is important to properly bill the unified school board for hours worked by her and other election officials. Jen explains that once billed, the unified school board will credit the town for those hours. Melissa explains that there was also a special election last August that there are hours associated with. Melissa explains that the last March election, she had to stay late waiting for the surrounding towns to bring their unified school ballots to the Grand Isle office. The selectboard and Melissa discuss, the selectboard agrees that Melissa should submit those hours.

Old Business:

Adopt Personnel Policy: (1:41) *Jeff Parizo makes a motion to approve the personnel policy discussed today with the three corrections, effective July 1 2024. Ron Bushway seconds.* Ellen Howrigan asks if they need to state the three corrections, the selectboard decides they do not. **No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.**

Excavator Discussion: (1:42:48) The selectboard discusses the purchase of an excavator with Brad Sheridan (Brad). The selectboard discusses how often the highway department has to rent an excavator and the costs associated. Melissa goes over the financial aspects of the highway budget, noting that there will be about \$300,000 in the highway fund balance. Jen asks what other equipment the highway may need to purchase, Ron comments that they would need a trailer to transport the excavator. Ellen Howrigan (Ellen) asks if that reserve fund could be invested in a CD account. Ellen asks Melissa for the grant information. Ellen and Jen review the grant information. The selectboard goes over the 20% grant match and costs that would come with purchasing an excavator. Ron comments that the excavator they would like to purchase is the right size, noting that it stays within one lane, that it would be used for jobs such as ditching and pulling stumps. Josie Leavitt asks how much will be left over in the capital equipment fund if they purchase this, Jen says there will be nothing left. The selectboard notes that there needs to be three bids, Jeff comments that he got a second bid, Brad says that he has a third bid. Jen comments that she does not have an issue with them purchasing an excavator, but she does have an issue with emptying the capital equipment budget at the beginning of a new fiscal year. Brad comments that the fund is for new equipment, the selectboard says they cannot forecast what may arise during the year. The selectboard explains that the voters voted on an amount to put in the highway fund budget, not specifically to purchase an excavator. Jeff asks Brad if he has applied for the three grants discussed at the previous meeting, Brad says he has. Jeff lists the projects associated with those grants: East Shore/Rt2, East Shore- the culvert at the Mill Pond, and Bob Pomykayla. Brad gives the selectboard a document that the state gave him for the work that needs to be completed at Mill Pond. Jeff explains that there are other expenses, beyond the excavator, for the work that needs to be completed. Brad says that they have all the needed supplies in the stock yard. Jen explains that the grant does not provide money for those supplies. Jeff says, of the document regrading Mill Pond, it says that it has yet to be processed/approved. The selectboard says they are not against purchasing an excavator, but would like to have the voters vote on the purchase.

Sheriff's Contract Discussion: (2:12:25) The selectboard discusses the Sheriff's Contract. Jeff explains that they approved \$189,279.76 but that the amount that was put in the town report was \$182,280. Jen asks if that contract has been signed, Jeff says not yet, but that they need to sign it. Jen asks if they are able to add that \$7,000 to the contract without voter approval since it is a tax appropriation. Jeff says he has asked the town attorney about this but the town attorney is on vacation and he has not received a reply yet. Ron asks how this error in numbers occurred. Melissa says she could not find where the amount of \$189,279.76 came from, the selectboard says that the discussion and the approval motion of that amount was in the selectboard December 18, 2023 meeting minutes on page 4. The selectboard discusses that the Sheriff's budget is within the general fund and is not a separate line item on the ballot. Jeff clarifies that the \$7,000 would have to come from the general fund and the town attorney needs to look at all the budgets within the general fund to see if there is \$7,000 available to cover the error. Ron notes that many budgets have money left over at the end of the fiscal year and that it gets put back into the general fund, that they will have to borrow the \$7,000 from the general fund. Jen comments that this error should prompt the selectboard to start reviewing town budgets earlier to

give them time to look through everything and to give them time to compile all documents pertaining to each budget. **Jeff Parizo makes a motion to sign the Sheriff's contract and make up the difference out of the general fund. Ellen Howrigan seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.**

Audit Discussion: (2:19:50) Jeff says that they need to sign the audit agreement with Sullivan & Powers Co. Jeff says that it totals \$27,000 which was budgeted for. **Jeff Parizo makes a motion to sign Sullivan & Powers Co agreement for the audit for 2024. Ellen Howrigan seconds.** Jen Morway asks if there is a date to begin the audit, a date to hope to have it completed by, and asks who will be the lead for the audit. Josie Leavitt says she can lead again. Jen Morway says that the lead should be either the chair or vice-chair given that they will need to be in contact with the town attorney. Ellen Howrigan says she can be the lead. **No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.** Jeff Parizo asks the selectboard to sign the agreement.

Accrued Time Off Discussion: (2:23:10) Jeff says that they have discussed the payout with everyone. The selectboard discusses what they are paying out in order to start with the new policy.

Swim Area Discussion: (2:24:02) Jeff explains that they are waiting to hear from the insurance carrier and tables this to the next meeting.

Open Meeting Law Requirements: (2:24:14) Jen explains the new open meeting law requirements. Jen explains that they need to provide an avenue for people to file open meeting complaints. Jen says Angie Low will post what is needed on the website. The selectboard discusses who complaints should be sent to, deciding that it should be sent to the selectboard and the selectboard can discuss them and forward them to the town attorney. Mike Donoghue notes that the town attorney would be the one to defend the town, not the person making a complaint, and that sending the town attorney the complaints may be a conflict of interest. Jen reads what VLCT says about who the complaints may be sent to, noting that it does include town attorney and that North Hero has their complaints being sent to their town attorney. Josie says that it would make more sense to have complaints be sent to the selectboard, that the complaints would be addressed more quickly. The selectboard agrees. Jeff asks what happens if the complaint is for the selectboard, Josie says they would send it to the town attorney to investigate. **Jen Morway makes a motion to mirror how North Hero has handled the Open Meeting Law updates and requirements on the Town of Grand Isle website, minus the town attorney. Josie Leavitt seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.**

HCD Review: (2:34:45) Jeff goes over the changes made to the CDs from the last meeting and asks for an update. Melissa gives an update, letting them know they are going with North Country, being moved from M&T. Melissa says that this will take place tomorrow. Jen notes that of the ARPA fund CDs, one is maturing in October 2024 and the other matures in August 2025.

Administrative Check-In:

Ellen: Send out the signed Personnel Policy. Contact the auditor.

Jen: Contact Angie with the Open Meeting Law requirements for the website.

Review and Sign Warrants: Ron Bushway moves that the chair sign the warrants with corrections. Josie Leavitt seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.

Adjournment: Josie Leavitt makes a motion to adjourn at 7:59pm. Jeff Parizo seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.

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