

**GRAND ISLE SELECTBOARD Minutes for  
12/19/22 meeting**

**I. CALL TO ORDER:**

- i. Board Members Present:** Josie Leavitt, Jeff Parizo, Adam White, Couper Shaw and Eric Godin via Zoom
- ii. Community Members Present:** Carol Egan, Diane Cota, Rachel Griggs, Colleen Bushway, Ronnie Bushway, Jean Prouty, Bianca Lafayette, John Lafayette, Ellen Mowrigan, Esther Blow, Linda Effel, Randy Gover, Lucille Campbell, Mike Donahue, Joe Longo, Mary Parizo, KC Fantoni, Angie's Ipad, Kristin Botala
- iii. Amend Agenda for Matters Not Listed:** Esther Blow asked that her name be corrected for the Dec. 5<sup>th</sup> minutes. Linda Effel asked to be put on as a guest to talk about FY 2018 response by Melissa Boutin at the last meeting.

**II. REVIEW AND APPROVE MINUTES:** December 5<sup>th</sup>, 2022 Corrected Esther Blow's name. Ellen Howrigan's name is incorrect, Mitchell Richardson's name spelled in correctly. Josie will send her edits to Jeff for him to amend. When asked to correct awkward or confusing sentences, Jeff said he was taking it verbatim and that's how he is choosing to do the minutes as he was in charge of the minutes. Jeff will fix names and minor grammatical issues, not confusing items. Adam White makes a motion to approve the Dec. 5 2022 minutes with corrections noted in our discussion. Eric Godin seconds. No discussion. Motion passes unanimously

**III. GUESTS:**

Turn To Joy's owner Carol Egan asked if there was a way to share the cost of the heating of the Annex with the town or is it the sole responsibility of the tenant. Could we discuss sharing the cost. Ron Bushway said that the former tenant of the Annex paid for the entire heating bill here. Bushway will look into how much it will cost to turn the heat off upstairs and drain the pipes and shut the water off. Carol Egan got 150 gallons of oil for \$700 and is hoping to get some shared relief since she's not using the upstairs. Thermostat was turned down to 40 degrees. Will compare last year's heating bill when the Town heated the building before it was rented. Jeff Parizo will reach out to Rowley's oil to see if there can be added to the Town account to maybe get a better price. Water and electric will be paid by Carol Egan moving forward. It was agreed that moving forward Carol Egan will be responsible for the electric and the water and the Town will absorb the bills that have already been paid. \$235 for the quarterly water. The fence repair was \$900 and needed to be done, but it was suggested that Ron Bushway could have done it for less. The double gate sign isn't fixed. Ron will take a look. The rental agreement states that the town is responsible for fixing outside things. The Board will pay the \$900 fence bill and Jeff Parizo suggested that if Carol Egan ever needs anything fixed to check with Ron first before calling a service.

The electric bill's net meter credit will stay with the Annex building until such a time that the new town office building might need it.

Signage was asked about. Can't be more than 20 square feet said Jeff Parizo but she was urged to check with the zoning administrator about it.

Linda Effel wanted to discuss the FY 18. Adam White told her that FY 18 would have begun on July 1, 2017 and ended on June 30<sup>th</sup> 2018. Linda Effel said that Melissa Boutin referred to her bereavement in FY 18, but it actually occurred in FY 19 because her

husband passed away in August of 2018. And the reference to her injury which happened in Aug. of 2019 which is fiscal year 20. Linda Effel expressed confusion about Melissa Boutin stating that her FY 18 overtime was not because Linda Effel was off. She worked full-time through FY 18. Linda Effel wanted to clear up the overtime dates. Adam White stated that this was likely in error as the overtime was approved at a later date in executive session. In looking through the minutes of the previous meeting, there is no actual date attached to the overtime statements. So there is no need to amend the minutes. Ellen Howrigan added that the discussion of Linda Effel's health and other issues was completely out of line in terms of what was disclosed by our Town Treasurer showed a lack of class and respect toward Linda Effel.

**Highway Department Update** Storm had the guys plowing and sanding. It was an icy mess with plow trucks unable to stop at intersection, but they sanded and it was better. Steve, the new hire, did a great job for his first storm. "As far as I know there was only 3 or 4 mailboxes that fell down." None were clipped by the plow truck but by the heavy wet snow collapsing the plastic mail boxes.

**Continue Discussion on New Truck:** Choices are between two companies. Western Star from Charliebois has an open slot if we order now, we'll get it in the fall or early next winter. Freightliner not available as they're retooling and we can't get one until next year and then another year before we get it. Jeff Parizo asked if all the quotes have been compared side by side. Ron Bushway hasn't compared them but price-wise they're all close. Brad Sheridan has the paperwork from the salesman and Ron Bushway states that he hasn't gotten too involved in the financial aspect of this. A discussion ensued with the Board about the Highway Department's capital equipment fund which is separate from the Highway reserve fund.

"The money is there between the two funds" said Adam White. Randy Gover asked to get a spec sheet for both trucks. Jeff Parizo said he would leave them for him at Town Office.

There's \$100,000 in the reserve fund and future payments have already been budgeted. No need to go back to the voters as they have already approved these expenditures.

International \$25,000 from Allegiance Trucks  
Western Star is \$26,500 from Charliebois  
Freightliner \$53,000 (not available this year but repped by Charliebois)

Ron Bushway said the production line slot might not be available in two weeks and that we don't have to take the truck only if our budget doesn't pass in March 2023. Adam White said that this truck purchase won't go through the budget process as it's already been approved.

Eric Godin asked if we would get stuck with a truck if we didn't want it.

Emily Clark asked if both our other trucks were Western Stars as well. And they are and this could make things easier to have the same fleet of the trucks.

Adam White makes a motion that the Town of Grand Isle moves forward with reserving a slot for a 2023 Western Star through Charliebois. Jeff Parizo seconds. Discussion: John Lafayette asks is that truck spec'ed to what you want? Is that what the Town of Grand Isle is going to want for a plow truck?" Brad Sheridan went over the specs and it's and coming through with all the equipment we need.

Motion passes unanimously.

### **Buildings Facilities Manager Update**

Ron Bushway fixed the lights at the Annex and did some gravel work in the front. Jeff Parizo asked if Ron Bushway could work with the planning commission to create a capital budget for buildings. The chimney at the Schoolhouse will need to come down at some point. It was discussed if that was an historic building as there are rules about what you can/can't do with them.

Old library doors that are leaning up against the library will be removed.

- IV. **NEW BUSINESS:** Transfer Station FY24 Budget Staffing, Ron Bushway proposed a \$1 an hour raise for all three people who work at the Transfer, in addition to the 6% COLA. These guys work in all kinds of weather and deserve a raise. Recycling attendant went down because it's now only half the year for two attendants. Adam White "wholeheartedly" agrees with the raises. Ron Bushway points out that the Transfer Station operates on tipping (service) fees, not the on people's taxes. So, it pays for itself. Ron Bushway also put in the budget that all employees get an extra two hours added in their pay to cover set up and break down every shift. Adam White discovered a duplicate number for mixed solid waste that happened when putting together the budget. Fixing this to be \$26,994 (which is the correct number) doesn't change the budget. The budget also includes money for new electronic scales that can print out receipts and be coded for six different categories for transfer station items. Scales would calculate the total weight at the end of every day.

Eric Godin makes a motion that we accept the 2024 Transfer Station. Jeff Parizo second. Adam White adds that the budget amount is \$98,500 Motion passes unanimously.

**Highway Department FY24 Budget** Ron Bushway was able to break out the labor for this. Ron Bushway makes clear he's the one who is giving the raises of a \$1 an hour. Brad Sheridan is not giving himself a raise, Ron Bushway is.

Brad Sheridan will be making \$31.00 plus the 6% COLA raise, this comes to \$32.93 an hour times 40 hours times 52 comes to \$68,500. Jeff Parizo asks how much did Brad Sheridan make on overtime last year. Ron Bushway states he doesn't have those numbers.

Steve was hired at \$25 an hour. Ron Bushway says they'll do an evaluation on him in 90 days. He expects that to be fine and he'll get a \$1 an hour raise plus the 6% COLA which comes to \$27.56 an hour which brings his yearly pay to \$57,325.

Part-time was plugged in at \$21 an hour times 25 hours a week, comes to \$525 a week time 30 weeks comes to \$15,750 a year.

Finally, the Road Commissioner's salary is \$6000. Ron Bushway as Commissioner is \$21 an hour but is cannot exceed \$6,000. \$147,600 is the total for labor for the highway department.

Jeff Parizo asks Ron Bushway his thoughts on the Road Commissioner being salaried. At this time if we stick to two people most of the overtime is in the winter. Ron Bushway says at this time he doesn't think anyone would want to be salaried. Jeff Parizo says that he thinks at some point this should be an administrative position. Eric Godin agrees with Jeff Parizo and states that a salaried manager would probably be someone not driving the

truck. And if he wasn't driving the truck, the manager would lose a lot of overtime.

Ron Bushway and Brad Sheridan met with Melissa Boutin and she helped straighten out some numbers, including the fish hatchery expenses.

\$485,670 is the total being asked for from taxes. Several grants are helping to offset the total expenditures. Jeff Parizo asks Couper Shaw about the \$1,500 line item for computers. Couper Shaw states the part of the new IT program covers all the town computers. So that \$1,500 line item could go into the Town General Fund. Adam White asks about the sand and salt budget and suggests we move the \$1,500 for computers to the salt/sand line item making it \$29,500.

Total to be raised by taxes for the Highway Department is \$485,670 called general maintenance on the Highway Budget.

Adam White makes a motion to approve the Highway Department budget for FY 24 to put on the ballot in the amount of \$485,670. Jeff Parizo seconds. Motion passes unanimously.

Town Clerk FY24 Budget tabled until January meeting  
General Fund FY24 Budget Tabled until January meeting  
911 Dispatch budget through GI County Mutual Aid Association will be addressed in January.

#### **DRB Appointments**

Adam White makes a motion to appoint the following people to Grand Isle Development Review Board:

- David Cappen for a 2 year term expiring 31<sup>st</sup> 2024
- Robert Starbuck for a two-year term expiring 31<sup>st</sup> 2024
- Joe Longo one year term as an alternate expiring 2024
- David Mignott to his current term expiring 2023

Josie Leavitt seconds. Motion passes unanimously

#### **V. OLD BUSINESS:**

Bank Associates Credits and Supporting Documents

Selectboard will get physical copies of the bank statements.

Couper Shaw couldn't get a hold of Stowe or Morrisville's town clerk, but he did speak with Milton and South Hero. They do not have a second signer on any of their accounts. As far as vacation neither Milton or South Hero had a policy in place to make people take vacation. They encourage treasurer to take vacation every year. Milton has a use it or lose it policy with vacation pay. If it's not used by the end of year, you lose the time and they don't pay it out. The Grand Isle policy is a maximum of 240 hours can be accrued. Only time vacation time is paid out is upon separation from Grand Isle.

John Lafayette questioned Couper Shaw about reaching the Morrisville Town Clerk who told him that no one reached him. Couper Shaw left a message with the number posted on the .

Ellen Howrigan states that Grand Isle should make the treasurer take five consecutive days off. Closing the office defeats the purpose of having someone take over the duties of the Treasurer. This is the reason you have someone else take over the office is to see how the work has been done.

Adam White asks what is an appropriate amount for dual signers on the check book. The discussion came around to not having a second signer because the Selectboard cannot be a signer according to statute, but rather how will the Selectboard look at invoices and sign off on them. Jeff Parizo suggests having a stamp and designating someone at the organizational meeting to be the one who authorizes payment of the invoices over a certain amount. Stamp invoices it, date it and sign it and give copies to all the Board.

Adam White moves to item #3 of Batchelder's list that states there were instances where invoices were not approved. So, let's have a system where all department heads sign off on their invoices and the Selectboard then would sign off on those. Selectboard would have a stamp: date, time reviewed, and signature.

Jeff Parizo sums up, so the Chair would review the invoices. "I'm good with that." The Selectboard will now eyeball every invoice. Jeff Parizo states that at the organizational meeting a Selectboard would give either the Chair or the Vice Chair the power to review the invoices. Then designate a back up in case Chair or Vice Chair would only be stamping the invoices.

Jeff Parizo asks Adam White if he's going to put this new policy of reviewing invoices in a standard operating procedure policy. We'll add the SOP's to the documents that board members sign after Town Meeting such as conflict of interest. Included in this will be a fact sheet that lays out the policies i.e., Selectboard not sign off on CDs, etc. This would be a document that needs to be signed by all members.

Adam White brings up the time away policy and mentions that the personnel manual does not cover elected officials. Adam White asks if he should refer out to the town attorney to see what he's seen on this matter.

Bianca Lafayette asks about elected officials and what recourse does the Board have. The Board has no say over them. Jean Prouty asks about whether elected officials are mandated by State policies, like a state worker would be.

Bianca Lafayette asks what is the possibility of having the Treasurer/Clerk be an appointed position rather than an elected one. Then they would be covered under the personnel manual. When it comes to appointing the Town would have to vote on it and it could be something the Selectboard puts on the ballot or a petition from the townspeople, so it is a possibility. Parizo says it's a possibility and the Townspeople would have to vote in favor of it. Adam White says hypothetically, if the town voted on this it would take effect at the end of the treasurer's current term. Josie Leavitt interjected that that is not actually true. State statute says after the vote a 45 day clock gets triggered. So, you could either rehire the current folks until their term ends or you have 45 days to get somebody new. Gives you a very short window and doesn't seem like a good idea.

Josie Leavitt says this brings up a good idea which is how can you mandate that an elected official take five days. There must be a rule book that all elected officials are under that can offer guidance. Adam White says if it's an appointed position they report to the Selectboard, if elected they report to the people.

Joe Longo asks how that works with the Listers. "It's different how it works with listers."

Adam White talks about SOPs and SOG (standard operating guidelines). The procedures are more rules and the guidelines are suggestions. How to convey Selectboard history with every new board. Creating a living document is one good way to do that. It can be as simple as the Grand Isle Selectboard must approve all certificates of deposit for the town. #5 on the list the School Board funds shall remain electronically transferred because that's how the school

feels it's safest.

Universal time sheets to be implemented. The audit revealed our time sheets are lacking. Adam White created a sample time sheet for all workers of the town use the exact time sheet. He asks if this works. Josie Leavitt says no. Adam White then says do we want an in and out part to this. Eric Godin adds that he's pretty sure the in out has to be there to be in compliance with labor laws.

Diane Cota asks, "As a lister who supervises our time sheets." Selectboard could approve it, but as long as your department is within your budget that's about all we can do, Adam White responds. Jeff Parizo suggests that the Board get the detailed NEMRC payroll report so Board could be shown accrued vacation, sick time, etc. Adam White says for elected officials the Selectboard does not have to approve the time sheet. All non-elected officials have to go through the process. Library can designate a supervisor to sign off on time sheets.

Linda Effel asks is the town clerk hourly or salary? And would they even have to use the time sheet. But technically as an elected official we can't compel them to use the time sheet. Adam White will ask the town attorney about this. Town Clerk is currently hourly and this will be discussed at the next meeting.

Jeff Parizo will follow up with Wendy Wilton at NEMRC about time cards and full modules.

Emily Clark makes suggestion that time sheet be similar to the data entry format so it's easier to input.

Randy Gover asks why don't just punch in?

Couper Shaw says there's still always someone overlooking the time cards. That would be the manager, so it doesn't take away the overseer of the cards.

Adam White in the interim let's use the universal time sheets. Looking at getting us at quick right track with this.

Adam White summarizes action items. Personnel policy will be updated to have in and out twice. He'll reach out to town attorney about having elected officials use this time card and do we have authority to ask them to use it. Adam White says at the Jan. 2<sup>nd</sup> meeting the Board will be discussing more on the personnel policy and making some corrections. Adam asked Jeff Parizo about the write up he was working on for the understanding the financial reports better. Jeff Parizo will look at that part. Couper Shaw, Eric Godin and Josie Leavitt all agree that these are the action items to date.

Bianca Adam asks where is Melissa Boutin's spreadsheet about her time spent at the school. Jeff Parizo says his understanding was Melissa Boutin was going to pull together a spreadsheet from payroll and we don't have that yet. Melissa Boutin did not said she was going to do such a thing and Jeff Parizo says he heard it on the Zoom meeting.

Jeff Parizo brings up that it's hard to hear Melissa Boutin when she sits behind the board. It's hard in person and harder on Zoom or on the LCATV. Jean Prouty agrees with Jeff Parizo. Eric Godin tells folks how sensitive the microphones are so please refrain from side conversations because the mics pick them up. Rachel Griggs suggests getting the old recorder set up again. Couper Shaw mentions that Melissa is here on her own free will, she doesn't have to show up at any Selectboard meeting and if we start saying she has to sit here or there, she might now show up at all.

Adam White let's go back to the initial question about the GITSD invoice and look at the spreadsheet. Bianca Lafayette says, the school reimburses the town for Melissa Boutin's time for preparing the town report and the school part of it. And the town pays Melissa Boutin for her time during the day for creating the town report.

Bianca Lafayette, so you guys are already paying her for her time. Why is she on top of this paying herself \$1,000. So why are you guys paying her her hourly rate.

Adam White: there are 2 parts. Compensation for the town portion and the school portion. They're paying you a reimbursement.

Melissa Boutin: the time is divided out. The town gets charged for their portion and the school gets charged for their portion.

Bianca Lafayette: Why are they reimbursing the Town? And not paying Melissa Boutin directly from the school

Melissa Boutin responds because it's been billed through the town. It's different that GI Supervisory Union who comes for copies. Everyone gets bills. It reduces town expenses.

Ellen Horwigan asks about the \$500 election deposit that Melissa Boutin receives. Other town clerks do not have this set up. Melissa Boutin says we have a separate line item for elections. Ellen Horwigan asks about the seven bank accounts the town has. Melissa Boutin says there is one account for the general fund and cds. The banks he was talking about are all the funds. So the cemetery has different investments (such as the library. The general fund/special reserve account has one bank and it's not M&T. Adam White asks are we talking about seven different banks or bank accounts? Melissa Boutin states there's different bank. Northfield is one the Library uses. The cemetery uses a different one, it used to be called Peoples Security but now with the merger it's called something else. They're different institutions.

Jeff Parizo says clarify our accounts for the town are all with one bank. Melissa Boutin says yes.

Bianca Lafayette asks Jeff Parizo how has Melissa Boutin accrued so much comp time when she is not entitled to overtime? Jeff Parizo says he never said that Melissa Boutin was never not entitled to overtime. But elected officials are not entitled to overtime. Bianca Lafayette says she shouldn't even be entitled to it. Jeff Parizo adds when Melissa Boutin came to us in 19 or 20 and asked for overtime are we saying now that we the Selectboard did something we shouldn't have? Josie Leavitt adds, this might be something for the town attorney. Adam White offers that the Selectboard at the time didn't know any differently. They just knew that anything over 40 hours was overtime.

Josie Leavitt will send an email to VLCT about the comp time. Ellen Howrigan asks why the Selectboard hasn't shifted Town Clerk from hourly to salaried. Jeff Parizo says as far as he knows, it had always been salaried and at some point it shifted. We can change it anytime we want it to. We need to look at and understand where we're at. Jeff Parizo says I think talking about this budget is where we'll have that discussion.

Emily Clark asked if other towns will show similar school charges as Grand Isle does. Adam White says no because we're the only town that charges the school district. Emily Clark continues that comp time isn't something she can do, and both Jeff Parizo and Adam White say that it's a municipal thing. And it's programmed in NEMRC.

Jeff Parizo would like to see the Town Clerk and Town Treasurer salary broken out separately in case the jobs become two people and not just one.

Bianca Lafayette asks if we can stop charging the school. Adam White says yes, but not at this meeting because we haven't warned it. Adam White would like to know what are the costs if there's a special meeting and if we should add \$2,000 as a line item as an emergency fund.

Josie Leavitt asks about paying listers the election stipend if it's their day to work and it's election day. It was discussed that folks should be paid as election officials and not get their regular salary as well on election day. Are you getting your regular pay and your election pay?

**SB Scribe Position – General Update** – Letters of interest due Jan 2, 2023 It's been posted on our website, it's been in Front Porch Forum and two issues of the Islander. We have one letter of interest for the position so far.

**Universal Time Sheet Discussion** Adam White will update to have reports and reach out to the town attorney about elected officials and use of the time sheet. Jean Grouty asks if there is a job description for the Scribe position and Adam White said yes.

VI. **REVIEW AND SIGN WARRANTS** Jeff Parizo makes motion that the Selectboard Chair signs the warrants. Couper Shaw seconds. Motion passes unanimously.

VII. **ADJOURNMENT** Jeff Parizo makes motion to adjourn the meeting at 8:52pm Couper Shaw seconds. Motion passes unanimously.

Minutes respectfully submitted by Josie Leavitt 12/27/22

**DRAFT**