**MINUTES SELECTBOARD MEETING**

**Grafton Town Hall Upstairs In Person/Live**

**With accommodation for persons unable to attend in person via interactive Microsoft Teams**

**Monday, December 19, 2022, 6:00 pm**

Present at the meeting in the Town Hall:

Selectboard: Chair Joe Pollio, Vice Chair Cathy Siano-Goodwin, John Gregory, Suzanne Welch, and Rich Thompson

Also: Dottie Cannon, Mike Faulkner (Interim highway foreman), Morgan Wilbur (Town Administrator), and Kim Record (Town Clerk)

Present online: Wendy Martin, Charlie Bonin, and FactTV

1. Call to order: The Chair called the meeting to order at 5:56 pm.

2. Adopt Agenda: Cathy Siano-Goodwin on behalf of the Personnel Committee requested the board go into an Executive Session to discuss employee performance reviews as well as vacation and sick leave.

It was moved by Suzanne Welch, seconded by John Gregory to adopt the agenda as amended. Motion passed unanimously.

3. Approve Minutes of the December 5, 2022, meeting: It was moved by Suzanne Welch, seconded by Cathy Siano-Goodwin, to approve the minutes of the December 5, 2022, meeting. Motion passed unanimously.

4. Approve Minutes of the November 28, 2022, Special Budget Meeting: It was moved by Cathy Siano-Goodwin, seconded by John Gregory, to approve the minutes of the November 28, 2022, meeting. Motion passed unanimously.

5. Vote on Traffic Ordinance: It was moved by Cathy Siano-Goodwin, seconded by John Gregory, to accept the traffic ordinance as proposed. Motion passed by a vote of 5-0.

6. Budget Discussion: Town Treasurer, Kim Record, presented a couple of changes to the proposed budget. Joe Pollio made note to the board that the budget presented was to be the final budget that goes into the Town Report. Suzanne Welch mentioned it was incredible to have level spending in a year that has been very volatile with inflation.

It was moved by Suzanne Welch, seconded by Cathy Siano-Goodwin to accept the proposed General Fund Budget for FY 2023-2024 as amended. Motion passed unanimously.

7. Set Pre Town-Meeting Date: After discussion, Joe Pollio requested Morgan Wilbur ask the Grafton Elementary School if their facility would be available for Pre-Town Meeting on Tuesday, February 28th. If Tuesday is not available, the alternative would be Monday, February 27th.

It was moved by Cathy Siano-Goodwin, seconded by John Gregory to set the Pre Town-Meeting date for Tuesday, February 28th at the Grafton Elementary School at 6 pm subject to availability of the school. Motion passed unanimously.

8. Highway Report: Interim Highway Foreman, Mike Faulkner reported that most of the signs had been posted as per the new Traffic Ordinance, aside from the stop sign at the Cambridgeport Bridge, which the crew will do soon. Faulkner said the new 2023 Western Star truck had arrived, just in time for the most recent storm. The snowstorm was uneventful other than logging a lot of hours and clearing several trees. Kim Record said she received a call from Tiana at Green Mountain Power. Tiana gave Record her phone number in case there were any concerns or hazards. John Gregory reported there was a tree on the line on Hinkley Brook Road. The wires appear not to be broken. Morgan Wilbur will call Tiana the following day to get that resolved. Wendy Martin mentioned that according to Green Mountain Powers Outage Center website, everything in Grafton was back to normal. Suzanne Welch thanked the road crew for the incredible job they had done. Welch also noted that the crew had plowed the Village Park parking area, as previously agreed, and showed appreciation for that. She said the park was a great asset to the town. Rich Thompson said many schools had two-hour delays due to the snowstorm. In his travels, he reported that Grafton roads were excellent. Cathy Siano-Goodwin asked if Record received any phone calls due to outages. Record said she did not, and she checked in periodically throughout the storm. Siano-Goodwin mentioned she was concerned about the folks in town who can’t go long periods of time without power. She asked Morgan Wilbur to look into who the assistant emergency management person is, for times when Bill Kearns, Emergency Management Director, was away.

9. Clerk/Treasurer: No discussion.

10. Committee Reports:

Cemetery Committee: John Gregory had asked Morgan Wilbur earlier in the week to send Timothy Mueller a letter to ask about acquiring some of his land to expand Burgess Cemetery; she had not heard anything back.

Highway Committee: No discussion.

Parks Committee: No discussion.

Personnel Committee:

At 6:24 pm, it was moved by Suzanne Welch, seconded by Cathy Siano-Goodwin, to enter into Executive Session to discuss the performance of Colby Record, Morgan Wilbur, and the highway team, as per *1. V.S.A., § 313, (3) The appointment or employment or evaluation of a public officer or employee, provided that the public body shall make a final decision to hire or appoint a public officer or employee in an open meeting and shall explain the reasons for its final decision during the open meeting.* Motion passed unanimously.

At 6:30 pm, it was moved by John Gregory, seconded by Cathy Siano-Goodwin, to exit the Executive Session. Motion passed unanimously.

At the conclusion of the Executive Session, the Select Board agreed that all Town employees had met job expectations and performed their job duties “above average”.

It was moved by Suzanne Welch, seconded by John Gregory, to approve that the document that the Personnel Committee had prepared for on vacation and sick leave for Colby Record and Morgan Wilbur be approved in its entirety as amended, placed in the corresponding personnel files, and be attached to the minutes of this meeting. Motion passed unanimously.

Buildings Committee: Kim Record and Joe Pollio reported that during the storm on Friday, a piece of the concrete sidewalk was destroyed. Pollio put a cone there for now and plans to paint the section with yellow paint once the sidewalk dries. Ivor Stevens’ recommendation was to repour the sidewalk with concrete and put granite around the outside since it holds up to damage much better. Morgan Wilbur reported that the flooring company was scheduled to install the new lobby floor on Tuesday, December 20th. Wilbur also hung signs on the lobby doors to deter the public from entering while the flooring gets installed.

Water Wastewater Committee: Morgan Wilbur will send another email to Erin at Tighe & Bond to see if any progress had been made with the test pits.

11. Using Zoom at next Regular Meeting: Morgan Wilbur just reminded the board that the next regular meeting will be in person and on Zoom, rather than Microsoft Teams.

12. BDCC Letter of Support: After discussion, the board agreed to write a letter acknowledging their request for a letter of support, however the board would not be writing a letter of support.

13. Other Business: John Gregory mentioned the *Supplemental Site Investigation Report* prepared by Atlas Technical Consultant, LLC. The Selectboard had received this over the weekend, for the Grafton Elementary School. It appeared that nothing had changed from previous. The board agreed that there was nothing to be done, currently, but would revisit this topic at a later meeting if necessary.

Suzanne Welch reminded the board that in December of 2021, the board said it would revise the Town of Grafton Personnel Policy in December of 2022. However, since that had not happened, the Personnel Committee asked to postpone this review to the select board meeting on January 16th.

14. Public Comment: There was no Public Comment.

15. Next regular meeting: Tuesday, January 3, 2022, at 6 pm.

16. Adjourn. It was moved by John Gregory, seconded by Cathy Siano-Goodwin, to adjourn the meeting at 6:51 pm. Motion passed unanimously.

Respectfully submitted,

Morgan Wilbur

**Vacation and Sick Leave – Town of Grafton**

December 20, 2022 (includes revisions approved by Select Board on December 19, 2022)

**Colby Record**

Colby’s employment start date was September 19, 2022 and his probationary period ended December 16, 2022.

At the end of his probationary period, Colby’s rate increase will be $1/hour; that is, from $23 to $24/hour.

During his 90-day probationary period, Colby has accrued both vacation leave and sick leave. These benefits are described in the Town of Grafton Personnel Policy, adopted December 20, 2021. Vacation leave is provided at the discretion of the Town. Sick leave is prescribed by the Vermont Earned Sick Time Act.

Vacation Leave

Colby has accrued 2.5 days’ vacation during his probationary period and ½ day vacation for additional 2 weeks worked in 2022. He may carry over 3 days’ vacation into 2023. (As a member of the Highway team, it is unlikely Colby would receive approval from his supervisor to take vacation in December.)

On January 1, 2023, Colby will accrue 10 days’ vacation. On January 1, 2028, Colby will accrue 15 days’ vacation.

Sick Leave

Colby began accruing sick time on the start date of his employment, September 7, 2022. He worked 16 weeks in 2022 and accrued sick time during that period, as authorized by the Vermont Earned Sick Time Act and as provided in the Town Personnel Policy approved December 20, 2022. Colby may either use or be paid his sick time accrual in 2022. If he does not, the accrual may be saved.

Colby will accrue the full 56 hours of sick/personal leave per year. Hours not taken or paid during 2023 may be saved. (This benefit is in addition to that provided by VEST Act, which is 40 hours per year and – when accrued in full at the beginning of the year - is not required to carry over into the subsequent annual period.)

In 2022, Colby earned 16 hours of sick time. He may use, be paid or carry over 16 hours to 2023.

(See calculation on next page.)



**Morgan Wilbur**

Morgan’s employment start date was October 7, 2022 and her probationary period ends January 6, 2023.

At the end of her probationary period, Morgan’s rate increase will be $1/hour; that is, from $23 to $24/hour.

During her 90-day probationary period, Morgan has accrued both vacation leave and sick leave. These benefits are described in the Town of Grafton Personnel Policy, adopted December 20, 2021. Vacation leave is provided at the discretion of the Town. Sick leave is prescribed by the Vermont Earned Sick Time Act.

**Vacation Leave**

From October 7, 2022 through December 30, 2022, Morgan will have accrued ~2.5 days’ vacation at a rate of $23/hour, which she may carry over into 2023. Beginning January 1, 2023, the Select Board allows for 10 days’ vacation accrual for Morgan*.*  On January 1, 2028, Morgan will accrue 15 days’ vacation.

Morgan will receive her post-probationary rate increase of $1/hour; that is from $23/hour to $24/hour, starting January 7, 2023.

On November 9, 2022, Morgan let the Select Board know about her previously planned vacation March 22-29, 2023, and asked for their agreement to accommodate her request for time off. The Select Board agreed. Morgan will be able to use vacation accrued on January 1, 2023 for this planned vacation.

Sick Leave

Morgan began accruing sick time on the start date of her employment, October 7, 2022. She worked 12 weeks in 2022 and accrued sick time during that period, as authorized by the Vermont Earned Sick Time Act and as provided in the Town Personnel Policy approved December 20, 2022. Morgan may either use or be paid her sick time accrual in 2022. If she does not, her accrual may be saved.

Morgan will accrue the full 56 hours of sick/personal leave per year at the beginning of 2023 calendar year. Hours not taken or paid during 2023 may be saved. (This benefit is in addition to that provided by VEST Act, which is 40 hours per year and – when accrued in full at the beginning of the year - is not required to carry over into the subsequent annual period.)

In 2022, Morgan earned 13 hours sick time. She may use, be paid or carry over 13 hours to 2023.

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|   | **Morgan Vacation Accrual** |
| 23% | 12 weeks worked in probationary period/weeks in 2022 |
| 2 | 23% of 10 days allowed = 2 days’ vacation  |
|   |   |
|   | **Morgan Sick Leave Accrual** |
| 23% | 12 weeks worked in 2022 |
| 13 | % 56 hours allowed = 13 hours sick time |

Respectfully submitted,

Cathy Siano-Goodwin and Suzanne Welch

Select Board Personnel Committee