

MINUTES SELECTBOARD MEETING
Grafton Town Hall Upstairs In Person/Live
With accommodation for persons unable to attend in person via interactive Zoom

Tuesday, January 17, 2023, 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: Morgan Wilbur

Present online: FactTV, Liisa Kissel, Sam Battaglino, Dottie Cannon, Kim Record, Nancy Merrill, Charlie Bonin, and Cheryl Kaufman

1. Call to order: The Chair called the meeting to order at 6:00 pm.
2. Adopt Agenda: It was moved by Suzanne Welch, seconded by Rich Thompson to adopt the agenda. Motion passed unanimously.
3. Approve Minutes of the January 3, 2023, meeting: It was moved by Cathy Siano-Goodwin, seconded by Suzanne Welch, to approve the minutes of the January 3, 2023, meeting. Motion passed unanimously.
4. Certificate of Highway Mileage: Morgan Wilbur presented the annual Certificate of Highway Mileage to the board and requested signatures to approve there had been no change in mileage from the previous year.
5. Town Website Calendar: The board agreed that a calendar on the website would be beneficial to the community members. People would share upcoming events with Morgan Wilbur who then would update the calendar as frequently as needed.

It was moved by Suzanne Welch, seconded by Rich Thompson to add a calendar to the Town of Grafton website. Motion passed unanimously.
6. Town Health Officer Appointment: Rich Thompson mentioned it is beneficial for the Fire Chief to be the Town Health Officer since they are very involved in the community already. Morgan Wilbur discussed with Robbie Sprague, Fire Chief, and he had agreed to be appointed if no one else would like the position.
7. Highway Report: There was no discussion.
8. Clerk/Treasurer: Kim Record asked for a Special Meeting be held for the board to approve the warning for Town Meeting. It was decided to have the meeting on Wednesday, January 25, 2023, at 5 p.m. at the Town Hall.

9. Committee Reports:

Cemetery Committee: John Gregory presented a map from DiBernardo Associates, LLC regarding the Houghtonville Cemetery land acquisition. The map showed the potential 150' x 150' parcel from Matthew Dowd and the 150' x 50' parcel from Bruce Jones. DiBernardo had more research to do about the right of way before finalizing the drawing.

Highway Committee: Discussion ensued regarding the intersection at the Cambridgeport Bridge. John Gregory asked Morgan Wilbur to reach out to the Windham County Sheriff's Department to get more involvement. Wilbur will ask the sheriff to have a deputy monitor the intersection early in the morning and later in the afternoon when the traffic is the busiest and to give the town a recommendation.

Parks Committee: Morgan Wilbur presented that she would be submitting the RTP grant application for the Village Park Learning Center on Monday, January 23rd.

Personnel Committee: Cathy Siano-Goodwin presented the Personnel Committee's recommendation regarding the compensatory time off policy. John Gregory requested a revision stating there be no replenishment of compensatory time off throughout the year.

It was moved by Cathy Siano-Goodwin, seconded by John Gregory to approve the Compensatory Time Off Policy recommendation as presented with the revision of "no replenishment." Motion passed unanimously.

Buildings Committee: Morgan Wilbur reported that All Seasons and the Cole Company would be doing a walkthrough of the work completed in the Town Hall on Thursday, January 19th at 11 a.m. Wilbur also said that the lobby flooring had been installed and the Blish Flooring company would replace the flooring in the 3 offices between January 26th and February 2nd. Suzanne Welch asked for an update on the boiler and communications with James & James Heating. Rich Thompson will contact Tony at James & James again to set up a site visit to discuss possible changes to make the Town Hall more energy efficient. Wilbur will also look into any energy efficient grants.

Water Wastewater Committee: Joe Pollio and Morgan Wilbur will ask Erin Moore at Tighe & Bond about the timeline for the \$4 million grant.

10. Other Business: There was no other business.

11. Public Comment: There was no Public Comment.

12. Next regular meeting: Monday, February 6, 2023, at 6 pm.

13. Adjourn. It was moved by Suzanne Welch, seconded by Rich Thompson, to adjourn the meeting at 6:52 pm. Motion passed unanimously.

Respectfully submitted,


Morgan Wilbur

Compensatory Time Off Policy Approved by Select Board, January 17, 2023

The Personnel Committee (PC) is pleased to report revisions for Section 28, Compensatory Time Off (Comp Time), of the Personnel Policy approved at our meeting on January 17, 2023. The Town of Grafton Personnel Policy, adopted by the SB on December 20, 2021, called for a review of the Comp Time portion of the Policy at the end of 2022. This action is hereby fulfilled, and the Personnel Policy will be revised accordingly and dated January 17, 2023.

The PC conferred with Kim Record who provided an excellent analysis of overtime usage for this Fiscal Year (FY) and 2022 calendar year prepared by Michelle Dolloph. With Kim's assistance, we also looked at the current Town budget for this FY and next FY. Mike Faulkner provided input from the Highway Team, and he agrees with the following proposal.

Section 28, Overtime and Compensatory Time Off, defines the eligibility, calculation of overtime and the approved use of comp time for employees. Comp time is earned 1.5 hours for each hour of overtime worked, in excess of 32 hours up to 40 hours per week. For the purpose of calculating overtime, sick leave, vacation, comp time, and paid holidays may count toward "hours worked" in any given week.

Best practice and the more common definition of "hours worked" by other municipalities in Vermont (per HR PACIF) does not include using comp time already earned. Using comp time hours to earn overtime, which can then be converted to comp time, can have the effect of "double dipping". The Select Board approved deleting "comp time" from the calculation of overtime.

The Select Board agreed to keep the current provision of using all or being paid for unused comp time earned by the end of the calendar year. That is, no carry-over of comp time earned from year to year.

Also, given the risk of higher overtime payments in cash, the Select Board agreed to keep the maximum balance of 120 hours in one calendar year. Kim noted, that for next FY, the budget for overtime in the Highway Department is \$15K, an increase of \$5K from this FY budget. 120 hours is – importantly – a valued "benefit" for our highway crew. The Select Board further clarified the provision which now reads: Employees may earn up to a maximum balance of 120 hours in one calendar year "with no replenishment". It was noted by Kim that comp time is currently calculated in this way.

To sum up: 1) Delete "comp time" as a component of calculating overtime; 2) Keep provision for "no - carryover"; 3) Keep and clarify the provision for 120 hours maximum in any given year by adding "with no replenishment".

With these approved changes, the Overtime and Compensatory Time Off section of the Personnel Policy provides maximum benefit to the Town and to our valued employees.

Respectfully submitted,

Cathy Siano-Goodwin
Suzanne Welch