

MINUTES FROM 08/04/2021 MEETING FOR FISCAL YEAR 2022/2023 BUDGET

The Selectboard meeting was held in the conference room as well as on Zoom. The Zoom recording link can be found here:

https://us02web.zoom.us/rec/share/ts4DHYzrhziBIDj1GnQtgzoSUaTO7mBQYHnoaY9sQR4mM0BLjbbZBZdtUO17TCK.y_e-OB6vcV5zxndw?startTime=1628115807000

PRESENT: Vice-Chair, Russell Duchaine, Chuck Pease, Shawn Creller, Nick Palmer, Board Clerk, Donna L. Bohannon

GUESTS: Alton Brusio, Carol Behrman, Josie Henry

6:30pm – OPEN MEETING:

- Meeting called to order at 6:30pm by Vice-chair, Russell Duchaine

ANNOUNCE BOARD CHOICE FOR NEW SELECTPERSON:

- *Russell Duchaine made a motion to appoint Josie Henry to fill the vacant seat on the Selectboard – seconded by Chuck Pease – all in favor – motion carried.*
- Board welcome to Josie Henry.
- The Board recognized that a reorganization would be appropriate.
- There was some discussion about qualifications, time available to devote to the position and willingness to fill that position.
- *Nick Palmer made a motion to appoint Josie Henry as Chairperson of the Selectboard – seconded by Shawn Creller – all in favor – motion carried.*
- Josie Henry will serve as Chair of the Selectboard.
- *Josie Henry made a motion to appoint Russell Duchaine to remain Vice-Chair – seconded by Shawn Creller – all in favor – motion carried.*
- Russell Duchaine will remain Vice-Chair of the Selectboard.

CLARITY NEEDED FOR UNUSED VACATION TIME PAY:

- The Treasurer, Donna Bohannon asked that the Selectboard clarify how they want unused vacation time to be paid and that the Employee Handbook be revised to represent the correct wishes of the Selectboard.
 - A) She explained that the way the handbook reads is *“All vacation taken will be in the current fiscal year that is earned based on the date of hire. Vacation time must be used; up to 1/4 unused vacation time will be compensated for if not used. Vacation days are to be taken in not less than 4-hour periods. All employees are encouraged to take their earned vacation and compensatory time to ensure adequate rest and time away from work.”*
- She explained that one of the employees had 40 hours of unused vacation time and using the handbook as a guide, paid that employee for 10 hours of the unused 40 hours at the end of fiscal year 2021.
- Alton Brusco, as former Selectboard member explained that the intention of the policy was that an employee that did not use all of their vacation time would be compensated up to one full week (40 hours) of that time.
- Donna explained that the handbook does not read that way and if that is the intention, the handbook needs to be revised.
- The Board agreed that a revision of the handbook was warranted, and it will be added to the next agenda.
- There was also a question about “comp” time pay.
- Donna explained that one of the employees wanted to add comp time to their rolling calculations but that 3 of those comp hours would be from previous comp time.
- She then explained that in re-reading the handbook, comp time can be counted as time worked and thus resolved the question without direction from the Board.
- *Chuck Pease motioned to approve the additional 30 hours vacation pay be paid to the employee – seconded by Nick Palmer – four in favor – one abstained – motion carried.*
- Donna, as Treasurer will add the additional 30 hours vacation pay to the employees next paycheck.
- The revision of the handbook will be added to the next regular agenda for the meeting currently scheduled for 08/11/2021.

ADJUST AGENDA (if needed):

- No adjustments.

BUDGET WORK:

- The Board felt that it was early to have a budget meeting as there are only 6 weeks of data for the current fiscal year to use as a base.
- The Clerk explained that with four new members, she wanted to be sure that they understood what the budget process looks like for a municipality.
- There was some discussion about the budget, but no decisions were made at this meeting.
- The next budget meeting will be held on Wednesday, September 1st at 6:30PM.

VISITOR INPUT:

- No visitor input.

ADJOURN:

- *At 8:15pm Chuck Pease made a motion to adjourn – seconded by Josie Henry – all in favor – motion carried – meeting adjourned.*

Respectfully submitted, Donna L. Bohannon Alburgh Town Clerk

Please note the above minutes HAVE NOT been approved. Approval or changes to the minutes will be addressed at the next regular meeting, currently scheduled for 08/11/2021.