

Franklin County NRCD Board of Supervisors Meeting Minutes

November 16, 2023

In Attendance: Lauren Weston (District Manager), Richard Noel (Chair), Carissa Stein (Supervisor), Vicky Drew (Supervisor), Molly Magnan (Supervisor)

Conducted at St. Albans Free Library, St. Albans
Minutes recorded by Lauren Weston

The written minutes are a synopsis of the discussion at the meeting. Motions are as stated. Minutes will be subject to correction by the Board. Changes, if any, will be recorded in the minutes of the next meeting of the Board.

Minutes:

3:15 pm: Meeting called to order. Quorum present.

3:16 pm: Update from Sarah Larose sent to Lauren Weston

- Molly Baker, Engineer, for the NWZ has started.
- VACD Program Assistant position an offer made and accepted, hope to have onboarded in December.
- planners are busy doing site visits and moving forward applications.
- addition of IRA funds may lead to additional sign-ups, more to come.
- discussions occurring with the 3 District Managers (Franklin, Grand Isle, Lamoille) about FY25 Local Funding Pool, more details to come soon!

3:17 pm: Richard Noel attended NRCC Finance Meeting. Shared that there has not been any decisions made on legislative allocations.

Vicky Drew and Lauren Weston attended the VACD Annual Meeting. Some supervisors and more than half DMs attended. All of the VACD Bylaw updates passed. Regarding NRCC Statute updates, the discussion about rule making powers is still ongoing.

3:35 pm: Supervisors review minutes from October 12th, 2023 meeting. Vicky Drew makes a motion to accept minutes, Carissa Stein seconds, all approve, motion carries.

3:36 pm: Lauren Weston presented projects of the month: Dead Creek Bridge Removal and CEAP application assistance for 4 farmers.

4:13 pm: Lauren Weston discussed lessons learned: need for better balance between training and deliverables. Vicky Drew suggested considering 20-30% of time in trainings for first 3 months of staff tenure and then 5-10% after 3 months.

4:19 pm: Lauren Weston shared that there may be a compliance issue with 40 hour work week laws. Vicky Drew will contact federal partners to better understand regulations. Lauren Weston will continue working with a lawyer. Carissa Stein offered to help with any needed calculations.

4:33 pm: Lauren Weston asked board to review current paid time off policy and make improvements to better match other similar organizations. Proposal made for staff who have worked for the District for 0-3 years to have 37 days of paid time off per year; staff working 3+ years receive 44 days as paid time off per year. This is an increase over the current ~26 days per year (1 hour earned per 10 hours worked).

This will go into effect on January 1, 2024. Staff can also now roll over 200 hours of PTO across calendar years, up from 160 hours previously. The board may increase this amount at a future time at their discretion. Paid Time Off includes vacation, sick leave, holidays, bereavement, etc. as described in the FCNRCD personnel policy. Carissa Stein makes motion to approve this proposal, Vicky Drew seconds, all approve, motion carries.

4:39 pm: Lauren Weston shared notification that Blue Cross Blue Shield Plans costs have increased significantly for CY24. Carissa Stein makes a motion to approve \$700 per month as the health care stipend (up from \$600 per month) starting January 1, 2024, Vicky Drew seconds, all approve, motion carries.

4:49 pm: Lauren Weston demonstrates Trello.com project management software that is being used by FCNRCD to track projects to the board.

5:00 pm: The next board meeting will be December 14th at 3 pm.

5:02 pm: Carissa Stein makes a motion to adjourn, Vicky Drew seconds, all approve, motion carries.