

**GRAND ISLE SELECTBOARD MEETING
MINUTES of
Monday December 7, 2020 via Zoom**

I. **CALL TO ORDER:** Diane Cota, Chair calls the meeting to order at 6:00PM

Board Members Present: Diane Cota - Chair, Jeff Parizo - Vice Chair, AnnaMarie DeMars, Adam White, Scott Griggs and Rachael Griggs

Community Members Present: Ron Bushway, Colleen Bushway, Karen Allen, Melissa Boutin, David Roy, Joe Longo, Emily Clark and Shannon Bundy

Amend Agenda for Matters Not Listed:

- AnnaMarie asked to add another complaint of trash on Donaldson Road. It was agreed we are not responsible for trash dumped on State land, not discussed again. Budget Reviews to Guests reviewing Library first and DRB next.

II. **GUESTS: Ben Ingalls EMD Moved to Dec. 28 Meeting:**

David Roy-Wiemann & Lamphere Architects:

Karen Allen & Colleen Bushway-Library Budget:

Joe Longo-DRB Budget:

David Roy reported:

- **Town Garage Building Costs Update and discuss Change Order Proposals COP #10 QB #7192 and COP #11, QB #7193**
- David Roy said change order #6 is to be approved. \$1,040,813 completed to date. That includes the current payment of due of \$193,000 which has been authorized. That leaves \$241,711 due to the end of the project including the retainage which is being withheld currently. This leaves two change orders to be approved.
- COP 11, QB# 7193 for \$3,689.73 for installation of Fantech 270CFM HRV which is a requirement of the building code.
- COP #10, QB#7192 in the amount of \$1,630 for the installation of an eye wash station installation. The different units available were discussed and decided on a less expensive premade cabinet that is acceptable under code for about \$400-500.

Adam White makes a motion to deny Change Order #10 for \$1,940.41 for an eye wash station. The Town will go with a less expensive pre-made unit. Jeff Parizo seconds the motion. No further discussion. All vote in favor and the motion passes

Jeff Parizo motions to approve Change Order #11 for \$3,689.78 for the installation of a Fantech (279CFM) HRV. Rachael Griggs seconds the motion. No further discussion. All in favor and the motion passes.

Diane asked David if the remaining amount of \$231,711 will cover the remainder of work that needs to be done. David said it should and as we get closer to completion they will lower the retainer amounts probably down to 5%. In January when they will be ready to turn the building over to us they will do a final inspection. If everything is complete and nothing needs to be addressed they will turn over the final 5%.

Jeff said he is working on a spread sheet with Melissa about the \$26,000 over the \$1.2 million.

We are planning to pay down this with \$100,000 from the Highway fund and \$400,000 from the Town fund.

Jeff will call David Pratt to notify him that we approved Change order #11 (QB #7193 Installation of Fantech 270CFM HRV for \$3,689.78) and denied Change Order #10 (QB #7192 for \$1,940.41 eye wash station). Rachael asked Jeff to also email David Pratt and send the Board a copy so we have a record of it. David said there will be a record of this in the next requisition as well stating how many change orders were approved this month.

David is thanked for attending.

Budget Reviews:

- **Library Budget with Karen Allen and Colleen Bushway:**

Diane said she wanted to state we are not just asking for everyone to level fund this year. Due to COVID we are asking everyone to be aware of this while presenting their budgets.

Colleen began with the explanation of their Library budget request of \$65,559 by asking the Selectboard first to look at the notes at the bottom. Because the current librarian is not utilizing health insurance at this time so the Library is ear-marking \$10,000 from the current FY insurance amount to go against the proposed 2021/22 operating budget of \$75,659.00. This years' budget line item for health insurance will be \$1,280 to have enough in reserve in case the librarian would need to utilize the health insurance.

Melissa explained that with the new solar on the fire station departments pay the town for their electric bill and it will be applied to pay down the solar expense.

Colleen and Karen finished explaining the budget and answering the Boards questions.

Rachael said at other meetings some had a lot of money left over each year and that we are trying to get people to not do that. We are saying if it's not used the next year ask for a little less. Adam said we are looking at the last five years where they never came close to the amounts budgeted and accumulated extra money. Budgets should come out even. If you need something special budget for it the next year. \$65,659.00

Jeff said he appreciates the budget they put together and in the future try to spend all the money you are allocated and you won't have an overrun budget. Also, with COVID libraries are more important than they have ever been.

Jeff Parizo makes a motion we approve the library fund request of \$65,659 to be put on the ballot. AnnaMarie DeMars seconds the motion. No further discussion. All vote in favor and the motion passes.

Karen said to come look at the library when you can. The librarian has done a great job and is very helpful.

Colleen and Karen are thanked for attending.

Development Review Board: Joe Longo was present for the DRB budget. Diane questioned the amount for legal fees and miscellaneous..

- Joe said when the board met they estimated the possibility of a large law suit but it did not happen so he is ok with reducing that line item by \$3,000. The miscellaneous line

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- stays the same so the total asking is \$22,366. Joe said the DRB and Zoning share legal expenses.

Jeff Parizo makes a motions to approve the Development Review FY2021/22) budget request for \$22,366. Rachael Griggs seconds the motion. No further discussion. All vote in favor and the motion passes.

III. Highway Department Update:

- Ron said he wanted to inform us because of COVID right now all three transfer station employees are working. This wasn't allocated in the present budget but it should work it's self out.
- The trash container at Marycrest Beach has been removed
- He reported the only thing he has to report is hauling quite a bit of gravel to the new garage site, mostly for the new salt shed, hauling trash and co-mingle which is basic. Also working with Randy and Jeff .

Buildings Facilities Manager Update:

- **Update from Ron re: Furnace Inspection for new Fire Station:** Ron met with Chief Todd Boutin who gave Ron a key pass to be able to get into the station. When they looked at the heating system they found that it was installed by Benoure and was listed under Nate Hayward. The fire station now has their own account with Benoure who will service the furnace on December 30.
- Rachael asked that when Ron makes more keys for the new garage to make one to be kept in the town vault with all other keys to the town buildings.
- Knox Boxes for each town building was discussed. Adam said when he was previously on the Selectboard he believes they had ordered two Knox Boxes. One for the town office that will have the keys for the town office, library and garage and the other Knox Box for the Annex. The Annex has one installed there. Rachael will check with Melissa to see if there is one in the town office. Adam said it's a Knox Box 3200 we would need and Diane will contact Sheriff Ray to see if he could place the order for us.

IV. **REVIEW AND APPROVE MINUTES: November 16, 2020:** Jeff Parizo makes a motion we approve the November 16, 2020 minutes. Adam White seconds the motion. No further discussion. All vote in favor and the motion passes.

V. NEW BUSINESS:

Salt Shed Reserve Fund – Maintenance or Expansion in Highway Dept. Budget: Adam said that the salt shed reserve fund was set up in mid 2000's and approved by the voters and the Selectboard allocated the amount of \$10,000 annually. Now we are using the funds to build the salt shed. We need to get legal counsel for wording to end the fund. Joe Longo said since it wasn't perpetual we don't need the voters to vote on ending it. Adam will go to the Town Office and get the approved working on the fund and will provide it to Rachael to provide to the Board members.

Town Garage Bond: What amounts are coming from Highway Fund Balance and Town's General Fund to lower amount of the Bond for the new garage. Adam was asking this but Jeff answered this in the discussion with David Roy.

County of Grand Isle Annual Preliminary Budget Meeting: Diane said she has the information and she will send it out to anyone who requests it.

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Zoning Bylaws Review: Diane just wanted everyone to know this will be open to the public.

Missing Letters on Leaving Town of Grand Isle Sign: There was a discussion about what to do with the welcome signs at both ends of Grand Isle. AnnaMarie said they need replacing and all agreed. Rachael suggested having a contest to redesign a logo for the new signs and pick the winning design. Joe suggested giving a cash gift certificate to the winner. Joe Longo asked if the sign for the town office could be redesigned as well. The Board agreed and will discuss it further after the new year. Joe also asked to have the old, big sign that is on the porch moved. Rachael suggested and Ron was asked to move it to the second floor at the Annex.

SB Follow Up Procedures: Notifying Melissa and Laying Pipes and Wires Application Permit Form: Diane said these forms need to be updated with lines that include Road Foreman and possibly Road Commissioner. There are 5 lines for the Selectboard signatures already. Adam said he is willing to reach out to Linda Effel or Scott Brown to get the laying pipes and wires and curb cut applications in Word.

The other part of this is to assign someone to notify Melissa and anyone else involved when motions and decisions are made.

Discussion of New Petitions for March Ballots:

The State has said people who want to run for an office or position do not need to collect the number of required signatures. They will need to sign a form. Any company or anyone who wants to petition for money who has not previously presented petitions would have to collect the 75 required signatures. Adam said he will reach out to Will Senning with the Secretary of States' Office for information.

Melissa has received three requests so far allocations to be added to the March ballot. Jeff said these entities have a history in requesting funds from the town and placed on the ballot. These entities have requested being on the ballot again this time..

Jeff Parizo makes a motion we approve the (allocations) Island Arts , \$1,950 for 2021, the UVM Home, Health and Hospice (formerly VNA) for an amount of \$6,520 and Northwest Unit for Special for Investigation for Child Advocacy Center for \$1,500 (to be put on the March 2021 ballot). AnnaMarie seconds the motion. No further discussion. All vote in favor and the motion passes.

VI. OLD BUSINESS:

Sign Salt Shed Proposal #7162 from Millbrook Building and Remodeling: Jeff reported that we approved this proposal (#7162) at a previous meeting to move forward with Millbrook's quote in the amount of \$\$83,000. All he is looking for is for the Chair to sign it. Ron asked what the difference is between texture 1-11 and putting sheathing on with metal over that. Jeff said we have already approved this proposal and could talk to Ron about it later.

Diane said there the Selectboard received a couple invoices from Harrison Concrete. Jeff said they are just part of the warrants.

Town Garage Heated Apron Installation: Diane said she wants to go back to the town garage. It seems putting the tubing under the apron has been done and a resident of the town privately paid for it.

Rachael said this is not right and reminded them that all five Selectboard members voted to deny putting the tubing in. Jeff said the vote was to not fund it. He said a private town resident wanted it and paid Bernie Gage directly for it. Rachael said a private citizen can't give money and say they want something put into a town building without the consent of the Selectboard. She said the reason we denied it in the first place was because of the extra expense to the town.

Adam questioned who is in charge in this project. In this case a resident of the Town told the contractor to do something and it was done. Why didn't David Pratt say this isn't in the contract? Rachael said this should not have happened. Jeff said it was better to put the apron in under the slab now.

AnnaMarie asked why we would turn down money if someone wants to donate it. Rachael said it's because the tubing was installed after the Selectboard turned this requests down as part of the project and through change order requests.

Joe Longo asked what would happen if something broke or something went wrong when it was installed, who would be responsible? Adam agreed and said it's not that someone donated money, it's on two occasions the Selectboard said no to this addition of tubing under the apron. He wants to know who will be responsible for the liability. The person went to the contractor and said they wanted to pay for it and the contractor allowed it.

Rachael said she is really upset that this was allowed to happen without consulting the Selectboard and she wants permission to contact the attorney. Diane asks her to contact VLCT first.

Discussion: Franz Rosenberg's laying pipes application at 139 E. Shore North Road

Jeff said Mr. Rosenberg and Road Foreman Brad Sheridan are planning to meet and decide how to fix it.

VII. REVIEW AND SIGN WARRANTS: Jeff Parizo makes a motion to allow the Selectboard Chair to approve and sign the warrants via email. AnnaMarie DeMars seconds the motion. No further discussion. All vote in favor and the motion passes.

VIII. ADJOURNMENT: AnnaMarie DeMars makes a motion to adjourn at 7:51pm. Jeff Parizo seconds the motion. No further discussion. All vote in favor and the motion passes.

Respectfully submitted,

Rachael Griggs
Rachael Griggs, Selectboard Clerk

Date: December 28, 2020

Diane Cota
Diane Cota, Selectboard Chair

Date: 12/31/2020