

**GRAND ISLE SELECTBOARD SPECIAL MEETING
MINUTES of
Monday December 28, 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 and Rachael Griggs

Community Members Present: Lucille Campbell-Historical Society, Joe Longo, Sue Lawrence and Charles Hollon-Listers, Scott Griggs, Melissa Boutin, Ron Bushway and Amy Thompson-Rec. Comm.

Amend Agenda for Matters Not Listed: Highway/Transfer Station Budget, Rosenberger Application, Age Well Request and Letter for Town Report Moved to January 4,2021

II. GUESTS: 1. Ben Ingalls- EMD: Diane read Ben Ingalls' resignation letter as Emergency Management Director. Adam asked Bill Baron, Assistant EMD to attend our January 4, 2021 meeting.

2. Lucille Campbell-Historical Society: Discuss Old Welcome Sign: Lucille is here to discuss the antique welcome sign at the Town Office. Ron said they are making renovations to the town office porch entrance so people won't have to wait outside during cold weather. Lucille offered to store the sign at the Worthen barn with the other sign. It was agreed the sign is to be loaned to the Historical Society. Lucille was thanked for offering to store the sign until a decision in the future is finalized. Joe brought up the suggestion of a contest for a new welcome sign. This will be looked at again in the future.

3. Amy Thompson-Recreation Comm: Use of Funds and Town Beach/Recreation Area:

- Amy said the new signs for Marycrest Beach have arrived. She is willing to store them in her garage until spring when they can be posted at the beach.
- For the use of funds left over they are getting quotes for renovations at the old skating rink. The plan is to add more basketball courts, two tennis courts and more pickle-ball courts.
- She asked if it would be possible to somehow get help with equipment from the Highway Department. Adam suggested Amy talk with the Town tree warden, Bill Baron to get help clearing the trees. He was the States Tree Warden for many years and also has connections with the Boys Scouts.
- Rachael asked if they have any plans to include Grand Isle children in the swim program. Amy said she has been in contact with North Hero and hasn't heard back. She will follow up in the spring.
- Suggested getting some aluminum stairs for Marycrest Beach.

Adam said Marycrest isn't the best town beach to have. He said there are matching grants available from the Federal Government to purchase property for another town beach. Adam will forward information to Amy.

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4. Joe Longo-Listers-Errors & Omissions: Sue Lawrence reported an Errors and Omissions needs to be put on the Dubuque Trust subdivision on Pearl Street. They found out there is an area of 3+ acres that was put down as use for the wastewater system for all of that subdivision complex. They did not realize there is an envelope with part of it which is for a house to be built there. Because of the envelope we need to put on a site for a house on it which we never did. We had graded it down to being a wastewater area and we now know there is an envelope for a house. So we have raised the assessment of that lot to recognize that envelope and that is what the Errors and Omissions Certificate is for.

Melissa is going to have the certificate outside tomorrow for the Selectboard Members to sign.

III. BUDGETS: Highway Department: The Highway Department budget is moved to the January 4, 2021 Selectboard meeting.

Grand Isle Rescue: Diane said Grand Isle Rescue is requesting is the same as last year.

AnnaMarie DeMars motions to accept Grand Isle Rescues request for \$20,200.00 (for FY 2021/22 budget amount to be added to the ballot). Adam White seconds the motion. No further discussion. All vote in favor and the motion passes.

IV. Highway Department Update: Ron Bushway reported.

- Brad and Andrew worked on the two tandem trucks replacing parts.
- Work was done on the John Deere bucket loader
- Plowing, sanding and hauling cardboard from the Transfer station
- Dug out around the new garage where the back apron is going, laid down gravel and raked the gravel which had frozen

Buildings Facilities Manager Update: Ron Bushway reported

- Carl Penske was hired to repair bent metal bars on the cardboard bailer that had to be straightened and welded.
- EMP led paint inspection at the Annex was completed. We haven't received the results yet.
- Large piece of plexy glass was removed from the Town Clerks front desk and moved to the Zoning office. A new piece of plexy glass was installed at the front desk. Also, some plexy glass was made to fit at the Library.
- Alan Landry closed in the Town Office front entrance on the porch to help keep people warm when waiting outside.

V. REVIEW AND APPROVE MINUTES: December 7, 2020: Rachael had a correction to the Library budget and Jeff added Scott Griggs to the community members names.

Adam White motions to approve the December 7, 2020 Selectboard meeting with corrections noted in this meeting. Jeff Parizo seconds the motion. All vote in favor and the motion passes.

VI. NEW BUSINESS:

- **Salt Shed Reserve Fund:** Adam said the salt shed reserve fund was set up by the voters March 2005 and voted to approve it for the purpose of a salt shed. No monetary amount was noted at that time. It wasn't until January 2007 at a Selectboard meeting that it was

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decided to fund it and add \$10,000 in reserve funds to the budget. With the salt shed now being built Adam said he believes at this point in time the fund has run its purpose and going forward any expansion or maintenance on it should come from the highway budget. He proposed to not fund it for now. After discussion the Board is in agreement that for now we don't add to this reserve fund and if needed in the future it could be started up again. Diane is going to do a little research about maintenance on salt sheds.

- **Highway Dept. use of reserved funds.** It will tie in with the Attorney Discussion below.
- **Ladd's Landing Marina Liquor License Application:**
Adam White motions to approve the second-class license to sell malt and vinous beverages to Ladd's Landing and Marina with the license year being May 1, 2021 ending April 30, 2022. Rachael Griggs seconds the motion. No further discussion. All vote in favor and the motion passes.
- **Age Well Appropriation Request:** Moved to January 4th Selectboard meeting.
- **Letter from the Selectboard for the Town Report:** Diane said a letter for the town report is due by January 18 and asked the Board to think about the letter and contact her with suggestions.

VII. OLD BUSINESS:

- **Snow Removal at Fire Station:** Ron said he has talked with Todd Boutin, Fire Chief and it's agreed the town roads are to be plowed before the fire station because the fire fighters will have to get to the station if there is a call. Todd did ask if there is a large snow fall could they just swing by so first so they can get the trucks out if they need to. Then it could be cleaned up after the roads were plowed.
- **New, Signed Permit for Rosenberger's Laying Pipes Info with Brad Sheridan's Signature:** Moved to January 4th meeting.
- **Personnel Policy Review:** The Board discussed some of the proposed changes made as well as agreeing to send it to VLCT for review when we finalize it. We will be continuing the discussion at the January 18th meeting.
- **Knox Box Update:** There is a Knox Box at the Annex and there is an incorrect one at Fire Station. The Town Office has one new box that will installed at the Town Office and hold a key for the Town Office and the Library. We need to purchase two more Knox Boxes to be installed, one at the fire station and one at the new highway garage. Ray Allen will hold the keys to open all the Knox Boxes. Adam will work with Melissa to order the two Knox Boxes and work with whoever will be installing them. Ron will contact Sheriff Allen to help install them.
- **Report on Attorney Discussion re: Radiant Heat Tubing Installation Under Apron at the New Garage:**
Rachael read the notes from the Zoom meeting she had with Diane and Attorney John Klesch regarding information of the unauthorized installation of tubing under the cement apron at the new highway garage.

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Attorney Klesch said that no individual Selectboard member can make a decisions on their own (State Statute # 24 V.S.A. § 172) even if no town money is involved.

- He stated donation monies can be accepted but to add changes to a construction project where details are very much subject to Selectboard approval is altering what the Selectboard has already voted on. Anything that is different from the contract, whether donated money or not has to go through the entire Selectboard first.
- John said change orders must be signed, in this case by the Selectboard Chair. Once a Board has made a decision you have to respect it. This change order was not approved by the Selectboard nor was it signed by the Chair.
- Rachael said we don't know why the contractors went ahead without a signed change order.
- Jeff said this is costing us zero dollars. AnnaMarie thought it was a great thing to accept donated money.
- Diane said the problem isn't with the donation of money, the problem is going ahead without consulting the rest of the Selectboard, making a decision on his own and having the tubing installed, especially since there was a motion made and approved by all five Board members not to install the three changes orders of the heated apron.
- AnnaMarie mentioned that the cement apron was going to be poured and there was a time restraint, that the tubing had to be installed first.
- Diane again mentioned what the real problem is, not including the Selectboard.
- Rachael said the contractor must have known the date the concrete was to be poured in advance giving time for a special Selectboard meeting to discuss this.
- Jeff said he came back to the Board on November 5th with reduced cost to install the tubing He had talked with the overhead door company who said a heated apron is a good idea.
- Adam said the concern we have is at the October meeting we voted no, at the November meeting you said because we didn't explicitly say no again, it wasn't a no. So it was moved ahead. It was the fact that we were not told about the donor coming forward. We learned this after the fact, after they laid the pipes and poured the concrete. It would have been a different discussion but you went ahead without the Selectboard saying yes. He thinks this is where this discussion comes from.
- Jeff said he wants to know what he needs to do to move forward.
- Diane said we need to be a Board where we make decisions together, not where one person making a decision. We need to follow protocol.
- The three change orders were dated July 14, 2020. The Selectboard received the change orders mid-October and on November 2nd the Selectboard members voted to deny the three changes orders for installing a snow melt system.
- Sometime in November the cement was poured with the tubing installed.
- Melissa said in her all her experience with donations they have all filtered through the proper organization that received the funds and then expenses were paid out from that organization. The way this was handled was in a very secret manner which I think is very distasteful for the way the operations of the Town of Grand Isle for this particular garage situation. She hopes a lesson has been learned for any future project that if anyone wants to donation money it goes to that town or to that organization where they receive the funds and it gets filtered through the proper way. There is no control, there is no documentation, there's nothing available right now for this Town project. Ultimately it is a Town project, it's a Town building and the Selectboard is ultimately responsible.

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- Rachael read a comment from the Town Attorney that relates to Melissa's comment. He said having money donated is acceptable but to apply it to a building without the acceptance of the entire Selectboard is not acceptable. Rachael said she hates to see this come up but felt it needed to be addressed. She said this Board has worked well up to this point and hopes we can do so again.
- Diane ended by stating the bottom line is we have got to commit to each other that we will not go out and make decisions without the knowledge of the other Selectboard members and the agreement of the Selectboard. This is what she is looking for. Each Board member said they can commit to this.

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

EXECUTIVE SESSION: Evaluate Public Officer: Canceled at Jeff's request.

IX. ADJOURNMENT: AnnaMarie DeMars motions to adjourn at 7:31PM. 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: January 18, 2021

Diane Cota
Diane Cota, Selectboard Chair

Date: Jan 19, 2021