

GRAND ISLE SELECTBOARD MINUTES
Monday, January 18 , 2021

I. CALL TO ORDER: Diane Cota-Chair called 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: Ron Bushway, Sue Lawrence, Charles Hollon, Melissa Boutin, Lucille Campbell, Mike Donoghue and Colleen Bushway joined later

Amend Agenda for Matters Not Listed: COVID-19 In Town Office

II. GUESTS: Listers; Sue Lawrence, Joe Longo and Charles Hollon

Fire Department: Diane said the fire department's request is an Appropriation.

Historical Society: Lucille Campbell

Town Clerk/Treasurer: Melissa Boutin

BUDGETS:

- **Listers:** Sue Lawrence, Joe Longo and Charles Hollon, Listers reported they are looking to hire a town appraiser and because of COVID have not been able to go out and inspect new houses being built nor able to enter homes to inspect finished basements and new rooms added. They are beginning to look into town wide appraisals and they are going to put out an RFP for bids to do the appraisals. The last one was in 2008. They are also considering doing cylindrical appraisal. Their budget was discussed with the Board and Adam thanked them for taking the time to look into a town-wide re-appraisal or every year over a course of four years with the final figure coming out in year five.

Jeff Parizo motions to approve the Listers' budget for 2022 for \$48,380. Adam White seconds the motion. No further discussion. All vote in favor and the motion passes.

- **Grand Isle Volunteer Fire Department:** Diane said they will be discussed under Appropriation:
- **Historical Society:** Lucille Campbell said the Historical Society is not spending any town money. This budget is what the town is responsible for because the town owns that building and property so the town pays utilities and upkeep. At the time the town took over the cabin they also took over paying the docent and the upkeep of the buildings. Melissa said she questions the town paying the payroll and has itemized the utilities and upkeep which will be on the town's budget. Lucille said the Historical Society does have a budget and wants to remind the Board the Historical Society gave \$3,000 for the Block School roof and many other improvements and have put a lot into that cabin site that we don't see on this budget that is ours (towns). Everyone agreed that information will be in the town's general budget and not an appropriation. Ron said he would like to see the same thing for the fire department. Melissa said the fire department is asking as an appropriation the same as rescue. Sue said she thinks what has been proposed that it should be listed as Historical Buildings Operations. Everyone agreed to calling it that. Jeff said he thinks it is a good idea to have things like this listed in the general budget each year.
- **Town of Grand Isle:** Melissa said she doesn't have the school numbers yet and will add them when she gets them, all agree. Melissa answered a couple questions that were asked. Melissa said she needs information on the County Wide budget and the Listers put \$1650 in their budget for the tax map and didn't realize it was shared with Zoning so she needs to add \$1650 to the Zoning budget for a two-year contract.

Adam asked what the responsibilities for the IT person are and said he knows he (Chuck) posts to FPF. He asked if it's an hourly rate and Melissa said it is. She said if they have any issues what so ever they always call

Chuck (Charles Hollon). He is very attentive and Joe said he has backed up everything in case we are attacked. He also has every password in a three-ring binder in the vault. Joe said he would like the IT information broken down on each department's budgets next year.

Adam White makes a motion for us to approve the Town budget at \$1,344,152.00 plus corrections to be added the Zoning and the County tax. AnnaMarie DeMars seconds the motion. No further discussion. All vote in favor and the motion passes.

- **Highway Department Update:** Ron reported that the highway department has been sanding and plowing as well as doing preventative maintenance on the John Deere loader.
- **Buildings Facilities Manager Update:** Ron reported the lead inspection at the Annex was completed and no lead inside the building. The wind blew off a few pieces of wood under the eaves. Dave Pratt used a piece of his equipment to repair it at no cost to the Town. Blower motor is in for the new fire station and it will be installed Wednesday. VLCT inspection at the new garage for their underwriters has been done and there is a list for things needed like cabinets for paints and the like.

III. REVIEW AND APPROVE MINUTES:

December 28, 2020: AnnaMarie asked why her changes weren't added. Rachael explained she made changes.

Jeff Parizo motions to approve the December 28, 2020 minutes. Adam White seconds the motion. No further discussion. All vote in favor and the motion passes.

January 4, 2021: Jeff Parizo motions to approve the January 4, 2021 minutes. Adam White seconds the motion. No further discussion. All vote in favor and the motion passes.

IV. NEW BUSINESS:

- **Discuss/Sign Annual Warning:** Diane explained that one thing we cannot do is a floor vote on Item #3 on property taxes because Town Meeting will be held via a Zoom meeting. As a Selectboard we need to move this from a floor vote to on an Australian ballot.

Adam White makes a motion that we move from the Town Meeting agenda to our Australian ballot for Town Meeting question that relates to Town tax collection due dates three times a year as well as the interest rate to be assessed on delinquent taxes. Rachael Griggs seconds the motion. No further discussion. All vote in favor and the motion passes.

Diane also mentioned that we don't have to vote on questions 1,2 & 4 but we can discuss them if we want. She will also get the Zoom information for Town Meeting to Melissa. Melissa will email the Board members when the warning is ready and leave it outside on the porch for all five Selectboard members to sign.

Adam asked to add Town Meeting preparation to our February 22 Selectboard meeting. Melissa asked if we are still going to hold it on Saturday, February 27, 2021. Rachael said even though VLCT has said this will be an Informational Meeting we should mention that this meeting will replace Town Meeting.

- **COVID-19 In Town Office:** Jeff asked if there is enough back-up in the Town Office if people start getting sick. Safety is the first priority but are there enough people because we still need to do town business. If people start falling what are we going to do? Melissa said most people requiring to gain access are those looking for land record deeds, Lister cards survey maps and such. She said right now she is doing that and hopefully on the 25th we will reopen.

V. OLD BUSINESS:

- **New, Signed Permit for Rosenberger's Laying Pipes Info with Brad Sheridan's Signature:** Diane read two papers from Ron regarding the information on the permit. Ron said the applicant didn't go to Road Foreman for review or property inspection. This was not presented to the Road Foreman. After the fact inspection found that several things should have happened to protect Town roads and Town rights-of-way. When the Town replaces the culvert it should be understood the Town will not work on the catch basin or the added culvert. It would be best if the property would be inspected in the spring. Any damage to the road base because of improper ditching may also be the responsibility of the land owner. After reading the pages Diane said she would get the papers to Rachael so she can scan them and send them to the Selectboard for review and a copy to the Rosenbergers. This will be discussed at the February 1, 2021 meeting.
- **Knox Box Update:** Adam said he has been working with Melissa and new Knox Boxes have been ordered and are being manufactured right now.
- **Motorcycle in Transfer Station Building:** Ron confirmed that Brad had already removed the motorcycle from the Transfer Station before the last meeting.
- **Requested Funds for 2021 Ballot (review and approve)**
 1. **Grand Isle Lakeshore Restoration Association:**
 2. **Age Well:**

Diane asked if everyone reviewed these and if we are requesting signatures. It was decided previously that we were not requesting signatures at this time (for businesses who have requested appropriations within the last five years). Adam asked if anything has been done with the restoration. He knows they focused on the gut. Diane said she hasn't heard. AnnaMarie asked if the Lakeshore Restoration passed last year. Jeff said it didn't pass the first year but did pass last year.

Jeff Parizo motions to approve the Age Well for \$1200 and Grand Isle Lakeshore Restoration Association for \$1,000.00. AnnaMarie DeMars seconds the motion. No further discussion. All vote in favor and the motion passes.

- **Telephone Land Line Installation at New Town Garage:** Jeff explained that two landlines will be installed in the new Town garage. One is just for the fire alarm system and one for a phone in the office. Jeff said the old phone line will be discontinued. Rachael asked if the same phone number from the old garage can be moved to the new garage. Melissa said everyone is familiar with that number and you can do a request to port over the same phone number to the new phone at the new garage. Adam said it looks like the best deal would be the three deal because you are not paying the installation and it is six dollars a month cheaper.

Adam White motions to go with Consolidated Communications as the provider of two (phone) lines at the new town garage, one for the fire alarm and one for a general phone entering into a three-year term rate for these two lines with the goal of transferring the phone number from the current phone of the town highway department from the old building to the new one. Jeff Parizo seconds the motion. No further discussion. All vote in favor and the motion passes.

- **Permits for New Town/Library Municipal Building** Diane said we are getting a new bill from East Engineering (for proposed new municipal/library building) and it was talked about at the Library meeting. She doesn't see anything from the Wiemann and Lamphere. Melissa said the description says schematic design and the invoice is for \$14,800. When she gets invoices she gives them to the Library. East Engineering's contract is \$15,000 and we got a bill for \$5,000. Diane said the Library did approve the permits and agreed to pay half to East Engineering as well. She said it looks like we won't be doing anything for a while.

Jeff said once the permits are complete they are permanent. If there are new State regulations they will have to be made. When we are done we will be ready to go and we won't have a delay. Jeff said when the bond is approved the Town and Library will be paid back.

As a community member Colleen Bushway joined the meeting. Melissa asked if she could shed some light on the invoices from Wiemann and Lamphere and East Engineering. Colleen said they (Library) would pay half of East Engineering and \$14,800 for Wiemann and Lamphere and we are actually over \$106 but we are not going to quibble. Jeff said the Town's part of it will be \$7,500.

Diane mentioned the education tax will be going up by 9% and doesn't know what that is going to do to our budgets in the future.

1. **Personnel Policy Review:** The Personnel Policy was discussed. Two items that still need to be addressed is sick time leave and paid lunch. Melissa said she did review it and questioned the two-week's notice. Jeff asked if we could approve this policy as is with VLCT's help can add these as addendums. She will work on the wording, Diane will type them up, send it to the Board members for review then send them to VLCT for review.

2. **Donation Policy & 3. No Storing Personal Items in Town Buildings:**

Adam said these two policies, 2. & 3 aren't personnel policies and should be written as standalone policies. Diane will work on writing these two policies and send them to the Board for review.

VI. **REVIEW AND SIGN WARRANTS:** Jeff asked if we are paying Mill brook the correct amount of \$26,500 and if the \$83,000 was ever reflected as receiving back. Melissa said the amount was deducted in the check register and the voided check for \$83,000 was given back to her and she issued them a new one. Jeff said that is all he needed.

Jeff Parizo motions we allow the Selectboard Chair to sign the warrants via email for January 18, 2021. AnnaMarie DeMars seconds the motion. No further discussion. All vote in favor and the motion passes.

VII. **ADJOURNMENT:** AnnaMarie DeMars motions to adjourn this meeting at 7:55.

Mike Donoghue asked before we adjourn could he get a point of order or a clarification on the discussion of the COVID being present at the Town offices and just tell the public when it was discovered and how big an outbreak the Town had?

Melissa Boutin, Town Clerk asked if she could respond. She said they had someone in the office on Jan. 4 that has a significant other that was tested positive on Jan. 8. They in turn tested positive on Jan. 12 or something like that. So just to keep everyone safe the office was closed allowing time for disinfecting and deep cleaning. Then everyone hopefully, return to work as normal on Jan. 25. Nobody is coming in answering things by phones or email.

Diane said Melissa is working in there, has been tested and is negative.

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: February 1, 2021

Diane Cota
Diane Cota, Selectboard Chair

Date: Feb 10, 2021