

**GRAND ISLE SELECTBOARD Minutes for  
1/2/2023 meeting**

**I. CALL TO ORDER:**

- i. Board Members Present:** Josie Leavitt(via Zoom), Jeff Parizo, Adam White and Couper Shaw
- ii. Community Members Present:** Angela Low, Rachael Griggs, Linda Effel, Randy Gover, Jean Prouty, Ronnie Bushway, Colleen Bushway, Ellen Howrigan, Lucille Campbell, Diane Cota, Joe Longo, Mike Donoghue, Tonya Poutry, Kristina Botala, Mary Parizo.
- iii. Amend Agenda for Matters Not Listed:** Esther Blow asked that her name be corrected for the Dec. 5<sup>th</sup> minutes. Linda Effel asked to be put on as a guest to talk about FY 2018 response by Melissa Boutin at the last meeting.

**II. REVIEW AND APPROVE MINUTES:** December 19, 2022 meeting minutes discussed that Ellen Howrigans name was spelled incorrectly during the Community Members Present section. Second paragraph under old business is not complete, should read “Couper Shaw left a message with the number posted on the website.” The approval of the December 19, 2022 minutes was tabled to the next meeting as the agenda listed the date incorrectly as December 21, 2022. The minutes for the December 28, 2022 hearing will be out tomorrow due to an IT issue.

**III. GUESTS:**

SB Scribe – The Selectboard received on letter of interest which was submitted by Angela Low. Angela Low stated she has years of experience serving on multiple non-profit boards and most recently managed the day to day operations of a Wireless Internet Service Provider (WISP) and reported to the board with over 600 residential customers and managed a staff of 4. Angela Low would like an opportunity to serve her community and believes her skills would help. Adam White went over responsibilities of the position and answered questions. Adam White made the motion to appoint Angela Low as Assistant to the Selectboard with first responsibilities being for the January 16<sup>th</sup> meeting. Jeff seconds. All in favor.

**Highway Department Update:** Lot of time spend hauling bins from transfer station and tires were hauled away as well as trash, co-mingle and newspapers. Trucks were washed during the good weather. Adam White thanked the highway department for their work during the storm a couple days before Christmas with freezing temperatures and keeping the roads safe.

**Continue Discussion on New Truck:** Rand Gover passed out to the Selectboard a copy of the quote for the R.R. Charlebois, Inc. provided Western Star truck. Adam White noted that the quote pre tax was \$263,127, Randy Gover noted the truck itself is \$167,177 however dealer extras cost an additional \$95,950 including heated seats, custom seats, heated floors and lights among other things Randy Gover doesn't believe the town needs, that the town needs a truck to plow the roads. Randy Gover noted going by the spec sheet it is uncertain if the plow comes with a wing or spreader box and appears to be custom and not a stock truck which he believes the town needs. Randy Gover mentioned that current town trucks are 18in tires however the quoted Western Star is 22.5in tires and might not fit into the salt shed. Adam White will provide Ronnie Bushway a copy of the quote Randy Gover provided and Ronnie Bushway will get more information from Brad Sheridan.

### **Buildings Facilities Manager Update**

Still waiting for a quote from Howard DeMars on cost to shut down heating and plumbing for second floor of the Annex Building. Benoit coming on Jan 19<sup>th</sup> to service boiler at the fire station.

Rachael Griggs mentioned in past minutes there was discussion about the Annex chimney getting repointed or torn down. Ronnie Bushway mentioned it was supposed to be repointed, however personal issues prevented this. Jeff Parizo feels as a safety matter the chimney should be looked at getting removed but would be for the Planning Commission capital budget to look to add. Question was if the building is a historical building and could the chimney be removed, unsure of building historical status.

Batchelder Associates - Audits and Supporting Documents/Internal Control Continue Discussion

Adam White provides updates from last meeting. Town Attorney does not believe the Selectboard can mandate the elected Town Treasurer take time off as a result of position being elected, if position were appointed this would be different. Josie Leavitt reached out to VLCT about town clerks getting a stipend to run town elections, it was noted it is a town-by-town basis. Regarding Universal Timesheets elected officials would not need it to get signed off. Adam White noted to be discussed later on this evening during FY24 budget is reimbursements from the school and Adam White will follow up with Melissa Boutin on the updated stamps for departments and Selectboard to use on where to purchase from. Adam White mentioned that it was asked for the Town Treasurer to provide any information on payments from the school at the January 16<sup>th</sup> meeting.

#### **IV. NEW BUSINESS:**

Listers FY22 Budget Surplus Allocation – Adam White mentions to the Selectboard that at the beginning of the year when talking with the Listers regarding their FY23 budget it was noted that in FY22 the Listers decrease their salary line item and added an Assessor line item with the possibility of adding a part time assessor. During discussions at that time the Selectboard was open to the idea if this did not work out any money in FY22 in the Lister budget rather than going to the General Fund would be discussed moving it into the Reappraisal fund. Adam White makes a motion to move \$15,042.30 from the unassigned fund to the reappraisal fund. Jeff seconds. All in favor.

Planning Commission Appointments – Adam White makes a motion to appoint for three year terms beginning January 1, 2023 Jennifer Morway and Emily Clark. Josie Leavitt seconds. All in favor. Adam White thanks Andy Paradee for his 9 years of service on the Planning Commission as he comes off the board.

Recreation Committee Appointment – Jeff Parizo makes a motion to appoint for 1 year terms Emily White, Roth Perry and Jordan Chamberlain. Josie Leavitt seconds. Josie Leavitt, Jeff Parizo and Couper Shaw vote Yay, Adam White abstains.

Town Meeting Information Session Date – Adam White mentioned in the past the Town has held a Town Meeting Information session to go over the ballot items and town financials. In the past it was the night before Town Meeting but in recent years

had changed to the Saturday before Town Meeting with the hope to get more people. Discussion leaned to having on Saturday with goal to have more people. Adam White will reach out to school board to see when their meeting will be, expected Saturday before town meeting, and work to have the Town portion after the School Board section.

General Fund FY24 Budget – Initial discussion of proposed FY24 general fund budget. Main discussion points were to increase IT Administrator cost from \$10,000 to \$25,000 as the Town now has a monthly service fee with Rural Solutions that would be this expense. Adam White noted when looking at Constable stipend that this is not Animal Control which is appointed and does not have a stipend attached to it. During the January 16<sup>th</sup> meeting the Selectboard will set a stipend for Animal Control. Increase in Repairs/Maintenance from \$7,500 in FY 23 to \$15,000 in FY24 with septic tanks needing to be done, extra work expected with trees at Donaldson Park and general increase in costs. This spreadsheet reviewed will be provided to Town Treasurer to review and make changes needed in areas such as bond/interest payments and Tax Revenues. Discussion was had regarding the compensation revenue from the school. Discussion among board members is the town to not charge school for its inclusion in the Town Report as well as the Town to pay for the school portion of the Town Meeting election ballot, feels easier to absorb the cost. During discussion amongst Selectboard it was discussed to increase Professional Education line item from \$200 to \$1200. Discussion was had on Town Clerk/Treasurer salary line item wanting it to be broken up by position and assistant salaries separated. Discussion during Hyde Log Cabin on wages, currently tour guides for their Thursday, Friday and Saturday hours are getting minimum wage, Selectboard moved this up to \$18/hr with the line item for wages going from \$4,000 to \$6,500. Question came up regarding tearing down the old town garage. It was noted it will be looked at that this would be its own item on the ballot. Jeff Parizo and Adam White had discussions with engineer Tyler Billingsley who has prepared the bid paperwork for the project regarding cost. Tyler Billingsley mentioned there is a chance it could be high as much as \$100,000 because there is asbestos in part of the building.

Turn to Joy – Heating Oil Discount – Initial discussions were if Turn to Joy heating oil could be part of the Town purchasing rate, however Jeff Parizo reached out to Rowley Fuels and it does not appear so. Turn to Joy will be on their own for heating oil rate.

Personnel Policy – Adam White noted this document is a living document that needs to be updated when application. Adam White noted June 19<sup>th</sup> – Juneteenth is not listed as a holiday when the Selectboard voted it to be and on vacation accrual the document lists accrual starts after 6 months and 1 year of employment, needs corrected to reflect only one. Adam White mentioned the overtime section that overtime only applies after 40 hours actual worked meaning sick, holiday, vacation and comp time does not count toward 40 hours. Example provided during a work week 32 hours worked and 8 hours of vacation and employee such as highway comes in on a weekend for 4 hours to plow. This time would be straight time. Adam White noted State of Vermont does allow vacation, comp time and holiday to count toward initial 40. Should the Town policy change on what reflects actually worked. Discussed ensued with decision to not adjust. Adam White makes a motion for personnel policy that went into effect July 1, 2022 section 21 first full sentence to change to vacation leave accrual begins after 6 months since date of hire and Section 20 Holiday Leave to June 19<sup>th</sup> also known as Juneteenth. Jeff Parizo seconds. All in favor.

Town Report – Ronnie Bushway noted that each year the Town Report is dedicated to a person(s) and he would like to make a suggestion it be Jeff Parizo and Randy Gover for their work on getting the new town garage built.

**V. OLD BUSINESS:**

IT Infrastructure – Couper Shaw mentioned in discussions with Rural Solutions during their bid for IT work with the Town of Grand Isle apart from monthly services they also quoted for infrastructure improvements on network, servers, Microsoft 365 and phone updates. Rural Solutions did set out a block of time for extra services however the Town has discussed but not committed to this and would like an update. Adam White makes a motion for the Town of Grand Isle<sup>3</sup> to have Rural Solutions to work on the item outlined in their operating agreement/quote for Network Infrastructure, Server Infrastructure, Microsoft 365 implementation and phone updates not to exceed \$36,000 with this funds coming from ARPA funding.

**VI. REVIEW AND SIGN WARRANTS** Jeff Parizo makes a motion for the chair to sign warrants. Josie Leavitt seconds. All in favor.

**VII. ADJOURNMENT** Jeff Parizo makes to adjourn at 9:01 Josie Leavitt seconds. All in favor.

Minutes respectfully submitted by Adam White