

Grand Isle Select Board
Grand Isle Town Office 9 Hyde Rd, Grand Isle VT
Minutes of the Meeting for Monday, January 16, 20223

CALL TO ORDER- Select Board Chair Adam White calls the meeting to order at 6:00pm

Board Members Present: Adam White, Josie Leavitt, Jeff Parizo, Eric Godin, Couper Shaw

Community Members Present: Rachael Griggs, Randy Gover, Linda Effel, Ellen Howrigan, Ronnie Bushway, Colleen Bushway, Lucille Campbell, Sue Lawrence, Mary Parizo, Jean Prouty, Sue Moquin, Melissa Boutin, Joe Longo, Bianca LaFayette, John LaFayette, Esther Blow, Kristina Botala, Mike Donoghue, Desiree More, William Shaw, Mitchel Richardson

Board to Amend Agenda for Items Not Listed: Couper Shaw adds Dog Ordinance to New Business. Jeff Parizo adds Payment Module under Warrants. Colleen Bushway adds Town Report to New Business. Jean Prouty adds discussing the Minutes of December 28 meeting. Ron Bushway adds Health Officer updates to New Business.

Guest Open Comment: Lucille Campbell would like to speak to the Dog Ordinance issue, now listed under new business, when that is brought up.

Review and Approve Minutes of December 19, 2022: Adam White explains that Josie Leavitt has made updates that were discussed at the January 2, 2022 Select Board Meeting. Adam White notes that he put the incorrect date of December 21 and that it has been corrected to December 19. Jeff Parizo makes the motion to approve the minutes of December 19, 2022. Couper Shaw seconds. No further discussion. Adam White calls the vote, which passes unanimously.

Review and Approve Minutes of December 28, 2022: Adam White explains that Lucille Campbell noted that Rick Hubbart, Kevin Low, and Scott Bennett were omitted from the community members in attendance. Adam White notes that he has corrected all grammatical errors and has added the omitted community members. Jean Prouty comments that she found many grammatical errors in the minutes. Adam White explains that they have all been corrected. Jeff Parizo makes a motion to approve the minutes of December 28, 2022 with corrections. Couper Shaw seconds. No further discussion. Adam White calls the vote, which passes unanimously. Adam White abstains from the vote as he was not in attendance of the December 28th meeting.

Review and Approve Minutes of January 2, 2023: Adam White notes he has made grammatical corrections. Jeff Parizo makes a motion to approve the minutes of January 2nd, 2023 with corrections. Couper Shaw seconds. No further discussion. Adam White calls the vote, which passes unanimously. Eric Godin abstains as he was not in attendance of the January 2nd meeting.

Highway Department Update: Ron Bushway says he's waiting to hear back from DC Energy to talk about the emergency shut-off for the boilers. Ron Bushway said Benoure is who will be inspecting the boilers and hot water tank. Ron Bushway says he met with Howard DeMars at the Annex Building to go over what needs to be done to shut the heat off on the second floor. Ron Bushway handed out a document with the options Howard DeMars gave him. Ron Bushway noted that this should be added to the next

meeting's agenda. Ron Bushway says the Highway Department has been plowing and sanding, working on equipment, and pressure-washing. Ron Bushway makes a note that they are still in need of a new pressure washer. Their current pressure washer no longer heats up, that they tried fixing it, but it still does not operate properly. Jeff Parizo asks Ron Bushway if the cost of a new pressure washer is already in his budget. Ron Bushway clarifies that it is in their 2023 budget under 'outfitting new garage'. Ron Bushway says that the one he's looking at is \$6,000 through Got That Rental. Ron Bushway says they have been watching the level of the lake as it's high right now. Ron Bushway hands out and reads a letter he wrote to address issues regarding the plow truck order. The letter reads as follows:

January 16, 2023 Ron Bushway response to Jan 2, 2023 Selectboard Meeting

I don't blame The Islander or Mike Donoghue; the article was based on what was told at the meeting.

At the Selectboard meeting on Jan 2nd much misinformation was given in regards to the purchase of the new Western Star truck. This information was printed in The Islander on Jan 4th. This misinformation, I believe, also made the Selectboard look bad, as the Selectboard meeting on December 19th the vote was unanimous to purchase the Western Star, and the Selectboard gave me the go ahead to start the purchase agreement which I signed on Dec 20th.

At the Jan 2nd meeting it was brought up that our current trucks had 18-inch wheels, and we had purchased chains to fit these tires, totally untrue, all three Western Stars, the two tandems, and the roll off truck, all have 22.5 inch tires, so the chains we have fit these tires.

It was also brought up that we have over \$95,000 in add-ons, such as keyless entry, heated seats, leather seats, etc, when in fact the add-ons are \$95,050 which is for the plow, wing, and spreader box. The remote keyless entry and some other items listed are standard items in the package.

We had an extensive meeting with Sandy Ladd from Charleboise Trucking and a representative from Viking-Clives on Jan 3rd, I asked Sandy what the total was for add-ons that we ordered. He said between \$500-\$700, \$100 for the leather seats vs. vinyl and the rest was mostly for extra insulation in the cab. This was highly recommended to help with noise control in cab, and also to reduce wear & tear on the heating and air conditioning. At this meeting lots of measurements were taken, such as where the rear axles would be placed, where air tanks would be placed, etc. This information was forwarded to the engineers at the Western Star Headquarters in Portland, Oregon.

Fact: We have filled the salt/sand shed twice now, last winter and the current winter, with no problems as far as tearing out rafters. We have mutual aid from other Towns that help us haul sand, as we help them also. It also needs to be noted that when salt is delivered, it comes in on tri-axles or trailers with no problems thus far.

Some questions raised on the plow package are heated LED lights, and cameras which are standard equipment. Last comment: The Animosity needs to stop (re: The Islander article on Jan 4th)

Adam White asks Ron Bushway if Brad Sheridan and John Beaulac, the foreman of South Hero, were present at this January 3rd meeting with Charlebois and Viking. Ron Bushway confirms they were there. Adam White asks if they took measurements of our trucks and salt shed at that meeting. Ron Bushway confirms that they did. Rachael Griggs asks what is involved in loading the salt and sand in the shed. Ron Bushway explains that they back in part way and open their tailgate. Randy Gover asks if the trucks hit by a little bit, why can't they shorten the headboard. Ron Bushway said he would check on what the options are with that. Couper Shaw asks how long of a duration does a driver typically spend in a truck. Ron Bushway says they can easily spend over 12 hours at a time plowing and sanding. Couper Shaw says that the leather seat option makes sense to him given that they are easier to clean and are more comfortable to sit on for long durations. Josie Leavitt comments that leather lasts longer than vinyl, so they wouldn't have to replace the seat material as frequently. Adam White asks if there is an estimated time of arrival for the new truck. Ron Bushway said they said they are shooting for 3rd quarter. Randy Gover says his biggest issue with the estimate was that it didn't explain anything. Adam White explains the difference between the Charlebois estimate and the Viking estimate to clarify. Joe Longo comments that the Select Board already approved the new truck. Adam White agrees and says that they did further due diligence and would continue to move forward with that motion. Jean Prouty asks what they are doing with the old truck. Ron Bushway says he's still considering what to do with it, but he's thinking they will hang on to it.

Old Town Garage Ballot Item: Adam White says that they have to decide whether they should tear down the Old Town Garage. Adam White says that at the last meeting they discussed the idea of putting the funds needed for the Old Town Garage demo as a separate line item on the ballot instead of in the general budget in order to clarify to voters why the budget increased. Jeff Parizo says he thinks that would be a good idea so that people wouldn't vote against the entire general budget and can instead vote on that particle line item. Eric Godin asks if it is separated and the budget for the garage demo is voted against, would they then be stuck with a condemned building. Josie Leavitt asks if we have a choice in leaving a condemned building up. Eric Godin says that they can, but there are liability issues in that case. Emily Clark mentions that there may be opportunities for grants through the Vermont Department of Environmental Conservation that may be able to relieve some of the financial burden. Rachael Griggs asks if the budget amount they are asking would cover the cost of the asbestos removal only, or for the entire demo. Adam White says it's for the entire demo. ***Adam White makes a motion to put on the Town Meeting ballot in March 2023, an article to be drafted by the town attorney for an amount not to exceed \$100,000 for the purpose of demolition of the building known as The Old Town Garage. Josie Leavitt seconds. No further discussion. Adam White calls the vote, which passes unanimously.***

Q2 FY23 Financials: Adam White asks Melissa Boutin if they are on track to get the Q2 Financials for the town by the end of this week. Melissa Boutin says yes.

Lawn Mowing RFP Discussion: Jeff Parizo asks if anyone has an old RFP to use as a template. Eric Godin says he might have one and will look. Rachael Griggs says she will also look for an old RFP to use as a template for a new RFP. Jeff Parizo says that he hopes to get the RFP done by the next meeting.

Sullivan and Powers FY22 Audit Update: Josie Leavitt said they are doing really well with progress. Josie Leavitt says that they were given a list of 49 items and that Melissa Boutin has done every single one except for the fixed assets schedule which she is working on now. Josie Leavitt says that Fred Duplessis

said they should have the final report completed very shortly. Adam White asks if they are still due to receive a draft of the report within the month of January. Josie Leavitt said that is still the plan. Jeff Parizo asks if Fred is able to help with the fixed asset schedule. Melissa Boutin said that they have a couple of additions and deletions to make such as the roads to be added and the loader that was purchased. Ellen Howrigan asks Josie Leavitt if she can send her the internal control checklist. Josie Leavitt states that she already sent it to her. Ellen Howrigan says that she only received the initial questions but not the full list. Josie Leavitt said she will check with Fred Duplessis for the full list.

Dog Ordinance: Couper Shaw says they had another dog attack on December 28, 2022. Couper Shaw says he thinks they should have something on the books about a leash laws. Couper Shaw says he thinks that Trevor Boutin should be able to write more tickets and possibly incentivize his position. Adam White says that the Grand Isle Dog Ordinance does state that a dog off leash or not under verbal command is considered a dog running at large. Jeff Parizo asks Couper Shaw to explain a little more about the dog attack. Couper Shaw says that someone was walking two dogs on leashes and a dog came out of the woods and attacked the dogs on the leashes. Adam White says that Lucille Campbell reached out to him to let him know that the Grand Isle Dog Ordinance came from VLCT and could be updated. Adam White says that at the next meeting they should go over their Dog Ordinance and what the VLCT updated ordinance template is and compare the two to see how they might update it. Jose Leavitt says that she thinks we shouldn't start with fines but instead with town-wide education on the dog ordinance. Josie Leavitt says she agrees that Trevor Boutin should receive more financial compensation for the service he provides. Josie Leavitt asks Adam White if they could put information about enforcing the dog ordinance in the town report, Adam White says yes. Bianca LaFayette comments that confiscating dogs the first time they are reported might help with loose dogs escalating to attacking other animals. Rachael Griggs comments that her dog once got loose and almost caused a traffic accident and that's also a reason dogs shouldn't be running free on town roads. Jean Prouty comments that she thinks Trevor should be paid mileage. Jean Prouty says she would have a problem with a leash law on her own property. Jean Prouty commented that, according to Judge Judy, having a dog on a retractable leash is not considered having a dog under control. Eric Godin comments that the long and short of it is that they don't want dogs running wild but they also don't want the town to over-step when it comes to people's own property. Lucille Campbell asks if the Select Board will get an update on the Larrow dogs from the humane society. Josie Leavitt says she has not heard from the humane society and most likely not get an update from the humane society. Josie Leavitt said the humane society did say that the dogs will not go back to the Larrows.

Town Report: Colleen Bushway hands out copies of past Town. Colleen questions why the item of the town borrowing in anticipation of taxes was moved from being voted on at the informational meeting to an Australian ballot item. Jeff Parizo says he believes this issue was discussed with the town attorney and that's why it changed. Eric Godin says he will check to see if that was a change was made with guidance from the town attorney. Jeff Parizo tells Colleen Bushway that they will find out and update her.

Health Officer Updates: Ron Bushway says that he was made aware that the Town of South Hero is giving out COVID test kits out of their town office. Ron Bushway contacted Naomi King and found that all the town clerks were notified by the Health Department in regards to obtaining COVID tests for the towns to hand out. Ron Bushway ordered COVID test kits through a link provided by Naomi King and will be available to hand out to community members at the Grand Isle Town Office and the Grand Isle

Library. Ron Bushway says he will post on Front Page Forum and maybe The Islander to make people aware that they are available. Jean Prouty asks if Grand Isle will be holding a COVID vaccine clinic. Adam White says he will look into how South Hero went about arranging their clinic.

911/Fire Rescue Dispatch Budget FY24: *Adam White makes a motion to add this dispatching budget for Shelburne Communication as a separate line item to the ballot for March 2023 for FY24 in the amount of \$10,500 for fire rescue communication. Jeff Parizo seconds. Eric Godin clarifies that this is a \$500 increase from last year. No further discussion. Adam White calls a vote, which passes unanimously.*

General Budget FY24/Town Clerk Budget: Adam White says they made a few changes after the last meeting. Jeff Parizo questions if \$35,000 for the Fish Hatchery is what they should go ahead with instead of staying with what they budgeted for last year which was \$31,173 given that they have not received the MOU yet. Melissa Boutin says that the terms changed from a 3-year term to a 5-year term and have increased substantially and she feels as though \$35,000 is a conservative estimate. Jeff Parizo says he believes they should get rid of the reimbursement of \$2,750 for the Grand Isle School District. Melissa Boutin says she disagrees, saying that is reimbursement for postage, copies, and mileage and includes the GISU ballots. Eric Godin clarifies that we are the only town incurring expenses for those tasks. Adam White questions whether the school can take on those tasks and those expenses instead of the Town of Grand Isle. Emily Clark asks that if the treasurer was not also the town clerk, would this work be done at the school offices instead of the town office. Bianca LaFayette asks if the work for the school is done on town time. Adam White clarifies that it is done after hours. Adam White says that since they need to move forward, they will keep it as it is now and address the possibility to have the work done at the GISU office in the future. Adam White says they will speak to Mike Inners about this. Jeff Parizo asks Emily Clark if there will be a new town plan and if they will need to budget for a new town book. Emily Clark says ultimately, they will have a new town plan, that it will not be in next year's budget, but they will need at least a placeholder for the planning grant's co-payment match which is about \$2,000. Jeff Parizo brings up the DRB Hearing Fees and asks if they should leave it at \$4,000 or be conservative and bring it down to \$2,500. Melissa Boutin says that \$3,200 is the average for the past three years. Jeff Parizo says they will go with \$3,200. Jeff Parizo brings up Building Permit fees. Melissa Boutin says that the 3-year average for that is \$8,500. Jeff Parizo says they will go with \$8,500. Jeff Parizo asks Couper Shaw if \$25,000 for an IT administrator is enough. Couper Shaw says yes. Jeff Parizo asks about the \$15,000 for Repair Maintenance, says last year it was \$7,500. Adam White comments that this budget includes septic tanks and possibly some of it going to Donaldson Park for tree work. Josie Leavitt asks if the \$3,300 under telephones is for physical phones or for the phone bill. Adam White says it's for the phone bill. Adam White brings up the \$2,194 for Constable. Adam White clarifies the difference between a Constable, an elected position, and Animal Control, which is an appointed position. Adam White points out that there is currently nothing listed in the budget for the Animal Control position. Josie Leavitt comments that she feels as though the Animal Control position be a two-year term to give the appointee time to learn the ropes and settle in. Adam White says he would like to reallocate some of the budget for the Constable position to the Animal Control position. Ron Bushway says in the past the Constable and Animal Control officer were the same person. Jeff Parizo says that they should bring this up at the organizational meeting to further discuss options. Ron Bushway says he thinks that they should budget for an estimated hourly wage and mileage for Constable/Animal Control Officer. Couper Shaw says that he thinks they should budget for an hourly wage for Animal Control Officer and reduce

the stipend for Constable. Jeff Parizo says they should reduce the Constable stipend to \$1,000 and add a line item in the budget for \$3,500 for Animal Control Officer. Adam White, Josie Leavitt, Eric Godin, and Couper Shaw agree. Adam White says they will continue discussion regarding an incentive for the Constable/Animal Control position the February 6th meeting. Jeff Parizo asks if they should separate the Town Clerk position and the Treasurer position and if they should be salary positions. Josie Leavitt says both positions are supposed to be salary. Jeff Parizo explains that with the budget of \$105,663 for the Town Clerk/Treasurer positions, he figured the breakdown was \$32,500 a piece for the Town Clerk and Treasurer position, totaling \$65,00, and with a 6% increase that totals \$68,900 for the combined total of both positions. Jeff Parizo states that would leave \$36,763 for assistant positions. Melissa Boutin states that the breakdown would be \$75,000 for the combined total of the Town Clerk/Treasurer positions, with the remainder of \$30,663 going towards assistant positions. Jeff Parizo clarifies that would be \$37,500 a piece for the Town Clerk and Treasurer position. Jeff Parizo asks Melissa Boutin if she would like more assistants to help alleviate stress. Melissa Boutin says there is no stress. Jeff Parizo asks if more hours and help will help her with vacation and sick time. Melissa Boutin says sure. Couper Shaw says he believes the IT upgrades will help Melissa Boutin. Emily Clark says perhaps making the Town Clerk position and the treasurer position full time, separate positions will help the efficiency of both positions. Jeff Parizo says he thinks that the Town Clerk, Treasurer, and assistants salary line items should be separated. Ellen Howrigan asks if the benefits are included in the budget line items for the Town Office salaries. Adam White says that the benefit costs are not included in the salary budget line items. Sue Moquin comments that if the Town Clerk/Treasurer assistants salary is made into a separate line item for the town report, that should be across the board for all department's assistant positions such as the library and highway. Jeff Parizo asks if there should still be a stipend on top of their hourly rates for election officials. Josie Leavitt says that VLCT said that it's up to the town. Melissa Boutin points out that 2024 will have three elections. Adam White says they should leave it as is for that reason. Jeff Parizo asks if the \$50,000 capital equipment reserve is voted on every year. Melissa Boutin explains that it's only voted for once and then remains in the budget. Melissa Boutin asks about a difference in the library budget, that what was discussed and agreed on is lower by \$400 than what is listed in the budget. Adam White says because this issue was not warned, they cannot change it and will go with what is listed. ***Adam White makes a motion to approve the FY24 budget for the Town Clerk and Treasurer positions for \$138,281. Eric Godin seconds. No further discussion. Adam White calls the vote, which passes unanimously.***

Adam White makes a motion to approve the amount of \$530,350 for the Town of Grand Isle General Town Expenses. Jeff Parizo seconds. Emily Clark asks to clarify that this total includes the grant match for the Planning Commission. Adam White says they are planning on using Unassigned Funds for the grant match. No further discussion. Adam White calls the vote, which passes unanimously.

Town Meeting Information Session: Adam White proposes 10am on Saturday, March 4th for the Grand Isle Information Session to take place at the Grand Isle School cafeteria. Adam White says they will make the Town Report available to the public at least 10 days before the date of the Information Session. Adam White says they are planning to release it by February 24th. Ellen Howrigan asks if the Town audit will be in the town report. Adam White states that the Auditor's report will be in the Town report, not the full audit.

Personnel Policy Update: Jeff Parizo says that there were new laws passed and they would need to update the Grand Isle Personnel Policy. Jeff Parizo says the road crew would like sick time and holiday

time to be counted towards overtime. Jeff Parizo says he verified with the Town of Milton and the Town of Morrisville and that they count sick time and holiday time towards overtime. The Select Board members discuss different situations where counting holiday time and sick time towards overtime makes sense. Emily Clark says that in many organizations holiday time counts towards overtime and that sick/personal time do not count towards overtime. Jeff Parizo says he'd like to see what Abigail Friedman with VLCT says about the new laws that were just passed and see what parameters they set. Ron Bushway says he'd like it to be any work over 8 hours in a day is considered overtime. **Adam White makes a motion to make the Town of Grand Isle Personnel Policy Section 7, Paragraph 3 to be changed:**

Regular work hours may be changed, and employees may be expected to work additional hours that may exceed forty hours in a given week, as circumstances require. All road crew employees are required to be available for work on an on-call basis, especially during the winter months. All Town employees are required to be available for work in the case of an emergency, weather-related or otherwise. When employees are called in to perform work beyond their regularly scheduled work week the Town will provide overtime pay at time-and-a-half for any work hours that exceed eight hours per day or that exceed 40 hours worked in a work week.

Jeff Parizo seconds. No further discussion. Adam White calls vote, which passes unanimously.

Jeff Parizo makes the motion to change the Town of Grand Isle Personnel Policy Section 30, Paragraph 1 to:

In accordance with the federal Fair Labor Standards Act, the Town compensates hourly employees at the rate of one and one-half hours for each hour actually worked in excess of forty hours in any workweek. Vacation days do not count as hours worked for purposes of calculating either overtime or compensatory time eligibility.

Adam White seconds. No further discussion. Adam White calls the vote, which passes unanimously.

Jeff Parizo makes the motion to change the town of Grand Isle Personnel Policy Section 20, Paragraph 1 to:

Employees will receive holiday leave pay for the number of hours in the

Employee's typical work day on which the holiday falls, at the employee's regular rate of pay. Part-time employees will receive prorated holiday leave pay based on the number of hours the employee is regularly scheduled to work.

Eric Godin seconds. No further discussion. Adam White calls the vote, which passes unanimously.

Internal Controls Continued Discussion: Adam White goes over the new timesheet. Jean Prouty asks if mileage is on the timesheets. Adam White says they will make a separate mileage reimbursement log. Adam White asks if the Select Board would like to implement the timesheet. It is agreed upon. Adam White says he's working with Melissa Boutin to get everyone the stamps needed. Adam White says they will use the timesheets starting January 25th. Adam White explains that he has drafted the Invoice Policy and the Select Board is currently reviewing it. Jean Prouty shows Adam White a document that shows what the Historical Society paid for their insurance this year. Jean Prouty states she told the Select Board last year that the Historical Society would be paying the insurance on the bond for one more year.

Batchelder Associates – Audits and Supporting Documents Discussion: Adam White says one concern was the school compensation. Eric Godin says they agreed to talk to Mike Inners about it. Adam White says there is additional information coming out with Sullivan and Powers. Adam White explains that a lot bulletins that Batchelder Associates listed have been addressed with the changes made to the personnel policy. Adam White says there are other policies that will be created such as one addressing Payroll. Adam White notes that they increased the training budget for the select board from \$200 to \$1,200 as well as the town clerk from \$200 to \$1,200.

Review and Sign Warrants: Jeff Parizo says that they will begin using a payroll module that will allow for breakdowns that will allow them to see details of the payroll warrants. ***Eric Godin makes a motion for the Select Board Chair to sign the warrants for the week. Couper Shaw seconds. Adam White calls the vote, which passes unanimously.***

ADJOURNMENT ***Eric Godin makes a motion to adjourn the meeting at 9:01pm. Couper Shaw seconds. No further discussion. Adam White calls the vote, which passes unanimously.***

Select Board Scribe: _____

Select Board Chair: _____