

Grand Isle Select Board
Grand Isle Town Office 9 Hyde Rd, Grand Isle VT
Minutes of the Meeting for Monday, February 6, 2023

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, Ellen Howrigan, Ronnie Bushway, Colleen Bushway, Lucille Campbell, Sue Lawrence, Jean Prouty, Sue Moquin, Melissa Boutin, Joe Longo, Esther Blow, Mike Donoghue, Mike Inners, Denise Abbott-Douglass, Diane Cota, Emily Clark, KC Fantoni

Board to Amend Agenda for Items Not Listed: Jeff Parizo adds Town Meeting March 7th to new business. Adam moves Payroll Module Update from Warrants to old Business. Colleen Bushway adds Library News under new business.

Guest Open Comment: Lucille Campbell asks why Dog Ordinance wasn't added to this agenda, that she requested that to be added to the agenda for 2/6/2023 at the 1/16/2023 select board meeting. Adam White explains that he needs to get in touch with Trevor Boutin before he can provide her with an answer regarding the Dog Ordinance item, and that once he hears back from Trevor Boutin, it will be added to the agenda and addressed.

Review and Approve Minutes of January 6, 2023: Adam White explains that Jeff Parizo asked for a clarification be made to the minutes to include the full breakdown of the salaries for the Town Clerk/Treasurer positions. Adam White notes that Angie Low has updated and reflected that breakdown to the minutes. Josie Leavitt notes that Mitchel Richardson's name is spelled incorrectly- his name only has one "L". Josie Leavitt notes that there is a typo of a comma between John Lafayette's first and last name that needs to be taken out. Lucille Campbell mentions that she contacted Angie Low and Adam White about a statement that was misattributed to her, and asks if that correction will be updated to the town website. Adam White says that the correction was made to the minutes and is reflected in the new minutes.

Jeff Parizo makes a motion to approve the January 16, 2023 minutes with corrections. Josie Leavitt seconds. No further discussion. Adam White calls the vote, which passes unanimously.

Guest: Mike Inners- School Board Chair, School Reimbursement: Jeff Parizo explains to Mike Inners that at the select board meeting on 1/16/2023, they discussed the school reimbursement. Jeff Parizo states that for this year, the budget for the reimbursement is for \$2,750. Adam White asks Mike Inners that if the school board clerk/ treasurer were not also a town employee, what would the school do in that case. Mike Inners says the school board has a stipend for the treasurer duties built into their budget, which they pay directly. Mike Inners says the Town Report and the Election are both things the town would need to do anyway, so that wouldn't change. Mike Inners says that they'd have to pay postage directly, that they do about \$500-600 in mailings that the Town of Grand Isle bills them for at the end of the year. Mike Inners says that if the school clerk/treasurer were not also a town employee, they'd need an MOU form. Jeff Parizo asks Mike Inners if the school has it's own postage meter. Mike Inners says they do. Mike Inners explains that having the postage done by the town makes the process

more efficient for the school because it saves the step of the mail having to come back to the school for the postage. Jeff Parizo asks Mike Inners if the school board will have time to deal with an MOU form. Mike Inners says yes. Mike Inners asks if postage is the only concern, or if there is anything else they need to be charged for. Adam White asks Melissa Boutin if there's more than just postage that's a cost to the town. Melissa Boutin states that it's copies, envelopes, postage, and banking. Adam White asks if banking is the milage to the bank, Melissa Boutin says yes. Mike Inners says that all of that is considered direct expenses. Adam White clarifies to Mike Inners that for the FY24 Budget, the town will absorb all of those costs. Mike Inners asks if they will be billed for the current year. Jeff Parizo says the balance is currently at \$4,250. Adam White answers that it looks like they will be. Mike Inners says that's workable, that the most important thing is that they have a clear understanding of what it is for. Mike Inners says he will most likely be able to get it in writing from the school board at their March meeting.

Highway Department Update: Ron Bushway states that the Highway Department has done a lot of plowing and sanding in the last few weeks and that there was a lot of snow drifts this past weekend. Ron Bushway says that DC Energy came and installed the emergency shut-off switches for the boilers at the garage. Control Technologies was supposed to come out last Thursday to fix the CO detectors, but it hasn't been done yet and he is waiting for an update on that. Ron Bushway says the Annex froze up last weekend, that there were no broken pipes and they were able to get everything thawed out. Adam White asks Ron Bushway if the Annex has a low-temp alarm. Ron Bushway said there used to be, but it was taken out once it was rented out, thinking that it would be all right with tenants there. Josie Leavitt asks if there can be a low-temperature alarm that triggers a phone for both the Annex and the library. Ron Bushway says they could do that or reinstall the Winter Watchman low-temp alarm that has a light, which anyone driving by to check on it would be able to see. Josie Leavitt says that as long as that's not a pain to do, that works. Ron Bushway says it's not a problem. Adam White says if they do that, it should go in a 2nd floor window of the Annex building. Ron Bushway said Howard DeMars inserted glycol in the 2nd floor of the Annex building. Jeff Parizo asks for clarity on what option was chosen for the 2nd floor of the Annex building's heating system. Ron Bushway states that they went with option 2c. Jeff Parizo clarifies that option 2c was *glycol entire heating system, isolate 2nd floor, disable thermostat- price \$1000*.

DRB Alternate Position Appointment: Adam White says that the Development Review Board provided the Grand Isle Select Board with a new person for the DRB alternate position, that they'd like to add Lucas Campbell, for a term ending December 31, 2023. Adam White states that with this appointment, they will be a full board.

Adam White makes a motion to appoint Lucas Campbell as a 1-year alternate position on the DRB with a term ending December 31, 2023. Eric Godin seconds. No further discussion. Adam White calls the vote, which passes unanimously.

Town Meeting March 7th: Jeff Parizo addresses that at the last election in November, of the select board members, only he and Eric Godin showed up to count ballots. Jeff Parizo says that they are part of the BCA and part of the BTA and that as select board members being part of the BCA, they need to be there to count ballots. Jeff Parizo says that because he's on the upcoming ballot, he won't be counting ballots this year. Jeff Parizo says he just wanted to let the select board know they have other responsibilities outside of the select board- the BCA and the BTA. Josie Leavitt states that week is her only week off of the legislative session, so she will not be there to count ballots. Adam White states that the Town

Meeting is on Tuesday, March 7th from 7am to 7pm. Adam White states that you can get the ballots earlier by calling the town office, stopping by the town office, or from the town website. Adam White states the Informational Meeting will be Saturday, March 4th, at 10am in the cafeteria of the Grand Isle Elementary School. Adam White says he's working on making sure they are set-up with technology for the meeting, that he's working with Pam Leonard at the school to set-up a microphone system. Rachael Griggs asks for clarity on the difference between the Town Meeting or the Town Informational Meeting. Jeff Parizo clarifies that the Town Meeting is the day we actually vote, March 7th. Adam White says the Town Meeting Informational Session is March 4th.

Jeff Parizo asks Adam White if the \$100,000 for the Town Garage demo ballot item could be posted on Front Page Forum before the meeting. Adam White says he can and will see about also putting it in The Islander. Rachael Griggs asks for clarity on what the Information meeting is called. Adam White says technically, in the warning, it's called a public information hearing. Joe Longo asks if the \$100,000 for the garage demo will be a ballot item. Adam White says yes. Joe Longo asks if everything on the ballot should be posted on Front Page Forum. Adam White says yes. Josie Leavitt says yes. Jeff Parizo says that they could do that in The Islander as well.

Library News: Colleen Bushway says that the Grand Isle Free Library would like to take a moment to thank Adam White and members of the Grand Isle Fire Department for the use of the community room at the Fire Department on January 21st for their Paint & Tea Event.

Q2 FY23 Financials: Melissa Boutin says that she would like to request permission to transfer the ARPA funds awarded from the general fund to the designated ARPA money market account. Jeff Parizo says that they are researching whether they should do CDs. Adam White says they are coming up to that item on the agenda.

Lawn Mowing RFP Discussion: Eric Godin says he looked for an old RFP, didn't find one, and realizes he was recused from that issue. Eric Godin says that Rachael Griggs may have an old one in her records. Jeff Parizo asks Rachael Griggs if they had put one in The Islander in the past, Rachael Griggs says she believes they did. Melissa Boutin says that the document with the lots on it wouldn't have been in The Islander. Rachael Griggs notes that the old RFP didn't include the historical school or the Hyde cabin. Adam White says the other update needed to be added is the Annex building. Adam White asks Angie Low to add this to the agenda for the February 20th select board meeting.

ARPA Funds: Jeff Parizo asks Melissa Boutin for the exact amount of the ARPA funds. Melissa Boutin states that they have received \$639,088.02 in ARPA funds currently, and that includes interest. Jeff Parizo asks if they'll be receiving more. Melissa Boutin says no. Adam White says to keep in mind they've allocated \$36,000 of that to IT. Jeff Parizo notes that they may need to use some of the ARPA funds for the garage later on, but that they'll cross that bridge once they get there. Adam White explains that since they won't be needing a bulk of the ARPA funds in the near future, they would like to put the currently unused ARPA funds in a CD account to get a higher interest rate. Adam White says he spoke to Vermont League of Cities and Towns about that, and they said there's no problem in doing so. Diane Cota asks how long the CD will be for. Melissa Boutin says she will gather the information about different options so the select board can review. Adam White tells Melissa Boutin to look at both 6 and 12 month options. Jeff Parizo asks Melissa Boutin if she could have that information ready for the next select board meeting, Melissa Boutin says yes. Melissa Boutin says she needs permission to move the ARPA funds from the regular checking account, which has a low interest rate, to the ARPA money

market account, which has a higher interest rate. Melissa Boutin says that would be what was transferred into the account, which was \$207,597.03. Melissa Boutin says that they would then move money, as needed, back to the regular checking account to pay invoices to Rural Solutions. Jeff Parizo asks for clarification on the two amounts of ARPA funds. Couper Shaw clarifies that the \$207,597.03 was the third installment of the ARPA funds. Melissa Boutin says that the \$207,597.03 is the amount received in October 2022 plus the \$150.00 that was received in January 2023. Melissa Boutin explains that ARPA funds are directly deposited into the regular checking account when awarded. Jeff Parizo asks if the \$207,597.03 is what is in the checking account and the remainder of the \$639,088.02 of the ARPA funds are in the money market account. Melissa Boutin says yes. Jean Prouty asks if the CD rates they are quoting are for municipal or for an individual person. Adam White says that the rates he listed off was from the M&T website and that at the February 20th select board meeting Melissa Boutin will have the rates for municipalities. Jean Prouty notes that the rates for municipalities will probably be lower than that of an individual person.

Couper Shaw makes a motion for the town treasurer to move \$207,597.03 from the general fund checking account to the ARPA money market account. Josie Leavitt seconds. No further discussion. Adam White calls the vote, which passes unanimously.

Sullivan and Powers FY22 Audit Update: Josie Leavitt says that Jordan Plummer from Sullivan and Powers thinks he'll have an update to her by tomorrow (2/7/2023). Ellen Howrigan brings up that she had asked for the initial set of questions, which she received, and she had asked about question #38 on internal controls. Ellen Howrigan says it was a checklist, filled out by Melissa Boutin and Adam White. Ellen Howrigan says that the checklist is not complete because it doesn't say by whom and it references numbered receipts and there is no numbering system for receipts. Ellen Howrigan shows that item on the checklist to the select board members. Adam White reads the item in question from the checklist:

Do you always provide a numbered receipt for any cash payments made to the town?

Adam White notes that the box next to 'yes' has been checked off. Melissa Boutin says that they do. Ellen Howrigan asks Melissa Boutin to show it to her. Melissa Boutin says they have it documented in the computer every time someone pays their taxes. Ellen Howrigan says there are no numbers on the receipts. Melissa Boutin says that it refers to a deposit number and they give that receipt to every person that pays their taxes. Couper Shaw asks if the receipt given to the person has the deposit number on it. Melissa Boutin says yes, along with the date. Ellen Howrigan clarifies that it's a deposit number that they'd see, and that she does see that. Jeff Parizo asks Ron Bushway if this system is used at the transfer station. Ron Bushway says they have a different system, and that they'd like to upgrade it. Adam White points out that the transfer station doesn't have internet access. Jeff Parizo states that they should upgrade the transfer station's system to use the same system at the town office. Melissa Boutin explains how they handle the transfer station now, that they bring it to her, and she gives them a receipt and records it at the town office.

Town Report Ballot Question Update: Jeff Parizo says that this item is in regards to the last meeting when Eric Godin said he would check to see if the ballot change was made under the guidance of the town attorney. Eric Godin says he went through his email to see if he had clarification for that but couldn't find it. Adam White says he spoke with the town attorney about questions Colleen Bushway had at the last meeting about the town report. Adam White states that the first question was regarding whether they had to take up the auditor's report. Adam White says the town attorney said that it doesn't need to be in the discussion point. Adam White

states the second question was about the select board borrowing in anticipation of taxes. Adam White says borrowing in anticipation of taxes is state statute and doesn't need voters' approval because the authority on that is the state. Adam White states the third question was in regards to delinquent taxes. Adam White says that is on the ballot. Adam White states that the fourth question was in regards to any other business. Melissa Boutin says that is always on there no matter what.

Internal Controls Continued Discussion:

Invoice Policy

Adam White says that Melissa Boutin has ordered the stamps and that once those arrive they will implement the invoice draft policy.

Mileage Reimbursement

Adam White says he has looked over the mileage log that the listers use and is working with Melissa Boutin to update the mileage reimbursement log that is used for town employees and that the listers will use a slightly different one because they travel more. Adam White shows the document that he and Melissa have been working on.

Personnel Policy Update- Town Attorney Review: Jeff Parizo says he does not have an update. Jeff Parizo says Adam White got in touch with the town attorney to review the personnel policy and they are waiting to hear back from him. Ron Bushway asks if this policy is a work-in-progress because he had the question of whether they could pay an individual working on a holiday double time. Jeff Parizo says that the town attorney may come back with feedback on that. Ron Bushway says he'd like to bring that up at the next meeting if possible. Jeff Parizo says that it is a living document, always a work-in-progress.

Payroll Module Update: Jeff Parizo says they are supposed to be able to get a report from the NEMRC system that states each employee's stats on vacation time, comp time, sick time, etc. Jeff Parizo says he feels that with every payroll warrant they receive this report should be generated. Melissa Boutin says there is a report and she can answer any questions regarding the warrants Jeff Parizo has questions about. Jeff Parizo says that on Steven More and Brad Sheridan's – Stephen had a paycheck of \$600 and \$1000, Brad had one of \$1,202.40 and \$721.44. Jeff Parizo asks why Stephen's paychecks are even numbers and Brad's are not. Melissa Boutin says that since those two had worked so much overtime, she was asked to cut two checks for each, one for 40 hours of regular time and then a second check for overtime for tax reasons. Jeff Parizo asks if the numbers are even for Stephen because his labor rate is even. Melissa Boutin said yes, it's for whatever their rates are for. Adam White asks Melissa Boutin why Louisiana people pay us, that he knows that there is a Grand Isle in Louisiana. Melissa Boutin said she has no idea, that by the time they do it, it's always hit their account and then she has to reimburse them. Adam White asks if they pay through www.grandislevt.org. Melissa Boutin says yes.

Jeff Parizo makes a motion to have the select board chair sign the warrants. Josie Leavitt seconds. No further discussion. Adam White calls the vote, which passes unanimously.

Guest Open Comment:

Denise Abbott-Douglass says she thinks that if you are on the select board and you are supposed to count ballots, it should be mandatory because you have to represent people of all political affiliations and do not want that out of balance. Denise Abbott-Douglass says she doesn't think it's fair for one select board member to show up to count ballots and have others not show up. Jeff Parizo says that as

elected officials they can't mandate anything. Diane Cota comments that she believes an individual's political affiliation has nothing to do with being a select board member.

ADJOURNMENT

Jeff Parizo makes a motion to adjourn the meeting at 7:08pm. Couper Shaw seconds. No further discussion. Adam White calls the vote, which passes unanimously.

Select Board Scribe: _____

Select Board Chair: _____

