

**Grand Isle Select Board**  
**Grand Isle Town Office 9 Hyde Rd, Grand Isle VT**  
**Minutes of the Meeting for Monday, April 3 2023**

**CALL TO ORDER:** Selectboard Chair, Couper Shaw, calls the meeting to order at 6pm

**Board Members Present:** Josie Leavitt, Jeff Parizo, Couper Shaw, Ellen Howrigan

**Community Members Present:** Charlotte Kennedy, Bill Kennedy, John Lafayette, Emily Clark, Mike Donohue, Joe Longo, Will Shaw, Dwight Bullis, Melissa Boutin, Kristina Botala, Timothy Maxham, Steve Stanley, Denise Abbott-Douglass, David Leake, Glenda Leake, Ron Bushway, Colleen Bushway, Rachael Griggs, Jean Prouty, Jonathan Debono, Mike Inners, Sue Lawrence, Lucille Campbell, KC Fantoni, Esther Blow, Mary Parizo, William Shaw

**Amend Agenda Items:** Selectboard moves School MOU to guests with Mike Inners present, Couper Shaw separates Selectboard Rules & Procedures from Selectboard Conflict of Interest and moves Selectboard Rules & Procedures to the top of New Business, Jeff Parizo adds Opioid Settlement Deadline to Old Business, Esther Blow adds FD #4 Fee to Old Business, Denise Abbott-Douglass adds Donaldson Rd trash to New Business, Denise Abbott-Douglass adds Sheriff's Department Cooling Center to New Business, Denise Abbott-Douglass adds Bike Tours to New Business, Jonathan Debono adds Town Attorney Policy to New Business, Jonathan Debono adds Special Meeting agenda request to Old Business, Jonathan Debono adds Open Meeting Laws to New Business

**Review and Approve Minutes:** *Jeff Parizo makes a motion to approve the minutes for March 20, 2023. Josie Leavitt seconds.* Ellen Howrigan makes two corrections; Pear Swamp should be Pearl Swamp and clarified that she could help Colleen Bushway find the UEI number for the Library Needs Assessment. *Jeff Parizo withdraws the first motion; Josie Leavitt withdraws the second. Jeff Parizo makes a motion to approve the minutes for March 20, 2023 with corrections. Josie Leavitt seconds. No further discussion. Couper Shaw calls the vote, which passes unanimously.*

*Josie Leavitt makes a motion to approve the March 4, 2023 Info Session meeting minutes. Jeff Parizo seconds. No further Discussion. Couper Shaw calls the vote- Couper Shaw, Jeff Parizo, Josie Leavitt vote aye. Ellen Howrigan abstains due to not being a board member at that time. Motion passes.*

**GUESTS: Mike Inners- School MOU:** Mike Inners explains the arrangement between the town and the school and that the school board has proposed a written agreement to help define and clarify that agreement. Mike Inners explains that the agreement would include direct payment from CIUUSD (Champlain Islands Unified Union School District) to the town for expenses it would not otherwise incur, rather than the current process of the town paying and CIUUSD reimbursing the town. Mike Inners says the proposal defines that the CIUUSD would pay for direct expenses for elections such as ballot printing, but not for election officials for normal elections. Mike Inners explains that it makes sense to have the school district clerk position combined with the town clerk position, that it's more efficient for the position and more convenient for people to go to the town clerk office than to have to go to the school. Mike Inners says that it is proposed that the school district would make direct payments for the work that the town clerk does. Mike Inners explains that the direct expenses that the school district would

also pay for are postage, envelopes and copying. Mike Inners says that historically those direct expenses have totaled about \$500 a year. Jeff Parizo asks if they can make it a 3-year term for the MOU. Mike Inners says yes, they will add an ending date to it. Mike Inners says that the effective date will begin at the start of the next fiscal year, July 1 2023. ***Josie Leavitt makes a motion to approve the Memorandum of Understanding regarding elections, town reports, and for treasurer expenses between Champlain Island Unified Union School District and the Town of Grand Isle with the following changes- Michael Inners is going to make it for 3 years and will start on July 1, 2023 and Couper Shaw as Chair will sign. Jeff Parizo seconds. No further discussion. Couper Shaw calls the vote, which passes unanimously.***

**Highway Department Update:** Ron Bushway says that he signed the sales agreement for the new truck. Ron Bushway explains that due to supply chain issues, the estimated time to receive the truck might not be until August. Ron Bushway says that they had a pre-bid meeting regarding the old garage and that the bidding will open on April 11<sup>th</sup> at the Town Office. Ron Bushway says that the carbon monoxide detectors they were quoted includes a nitrous oxide sensor. Ron Bushway says the price went up because of this and they were not privy to this until now, that they would cost more because of this. Ron Bushway says the total for the three detectors is \$2,383. Ron Bushway explains they aren't pleased with this change in price and will need to find a way to fit this in the budget. Couper Shaw asks Ron Bushway if he could get a second opinion, Ron Bushway says he searched for other dealers and that they are more expensive elsewhere, that the nitrous oxide sensor makes the CO2 more costly. Josie Leavitt asks if the nitrous oxide sensor is needed. Ron Bushway explains that they are, because it is for diesel emissions, and all their trucks are diesel trucks. Melissa Boutin suggests that they put what they need in place, utilize the fund balance for highway and show it as an expense and then review it once the year closes and see where the highway department stands. Jeff Parizo explains that this falls under their purchasing policy and does not require a motion from the selectboard.

**Sign Financial Statement:** Ron Bushway explains that this is for grant money from VTrans that they receive every year and needs to be signed every year. The selectboard signs the financial statement.

**Buildings Facilities Manager Update:** Ron Bushway says that his only update for buildings facilities is that the bidding for the old garage begins on April 11<sup>th</sup>.

### New Business

**Selectboard Rules & Procedures:** Couper Shaw explains the Rules and Procedures for the Grand Isle Selectboard, and that they need to be adopted every year. Couper Shaw says that one of the rules for both the selectboard and the community members is that they must raise their hand to speak, wait to be called upon, and then state your name before speaking. ***Jeff Parizo makes a motion to approve the Rules and Procedures for the Grand Isle Selectboard with changes. Josie Leavitt seconds. No further discussion. Couper Shaw calls the vote, which passes unanimously.***

**Audit Items Discussion- Internal Controls:** This item is tabled until Eric Godin is present.

**Curb Cut Permit for 6 Quaker Rd:** Ron Bushway explains the details of the curb cut. Jeff Parizo asks what decision the DRB made for this curb cut. Ron Bushway says that changes were made by the DRB that they didn't know about. Jeff Parizo explains the situation with the lots and why the DRB is involved with it. Couper Shaw says that he believes that they should allow for due process and contact the DRB about

its decision on this. Jeff Parizo says he will contact the DRB. The selectboard decides to table this until the DRB is contacted.

**Grand Isle Fire Department Burn Request: *Jeff Parizo makes a motion to approve the Grand Isle Fire Department burn request. Josie Leavitt seconds. No further discussion. Couper Shaw calls the vote, which passes unanimously.***

**Transfer Station Controls- Receipts & Coupons Discussion:** This item is tabled until Eric Godin is present.

**Amend Resolution for Municipal Planning Grant:** Emily Clark says that they received the planning grant of \$17,800 for Grand Isle to revise the town plan. Emily Clark explains that due to having a new chair, the selectboard needs to sign a resolution for the Municipal Planning Grant. ***Josie Leavitt makes a motion that Couper Shaw signs the resolution for the Municipal Planning grant and that the whole selectboard signs the amendment for the Municipal Planning Grant. Jeff Parizo seconds. No further discussion. Couper Shaw calls the vote, which passes unanimously.***

**Donaldson Road Trash:** Denise Abbott-Douglass explains that trash being left on Donaldson Road that has been an on-going problem. Couper Shaw explains that area is state property and it's a difficult problem to stop. Couper Shaw asks Ron Bushway how they have been dealing with this situation. Ron Bushway says that Brad Sheridan is good about going out and cleaning up the trash, that it's difficult because it's state property and they are supposed to manage it. Jonathan Debono asks if there can be a sign put up to discourage people from leaving trash there, Couper Shaw says that's a good idea. Couper Shaw says he will get a quote on some signs. Emily Clark asks if there is a town dumping ordinance with a fine associated with it. Couper Shaw says he's not sure, thinks there should be one, and will look into it.

**Bike Tours:** Denise Abbott-Douglass says that the bike tours should be contacted to go over this coming season's bike tours. Jeff Parizo says he will contact Tyler Wren about his bike tours. Ellen Howrigan says she will contact Friends of Northern Lake Champlain. Couper Shaw mentions that last year the bike tours said there was a lack of bathrooms and asks if they should look into providing more bathrooms. Josie Leavitt says the bike tours should provide those.

**Sheriff's Department Cooling Center:** Denise Abbott-Douglass asks if the selectboard can contact the sheriff about the cooling center and see how the cooling center will work this summer. Couper Shaw says he will contact Ray Allen about it.

**Town Attorney Policy:** Jonathan Debono asks if the selectboard has a town attorney policy. Couper Shaw says he is in the process of drafting one. Rachael Griggs says there was a town attorney policy from 2018. Couper Shaw says he will look for that one to refer to as he works on the policy he's drafting.

**Open Meeting Law:** Jonathan Debono says that open meeting law was recently violated in South Hero and thinks that the Grand Isle selectboard should review the open meeting law. Jeff Parizo explains that VLCT has a class on Open Meeting Law on April 19 via Zoom. The selectboard says they will attend that class.

## Old Business

**Lawn Care RFP:** Couper Shaw opens and reads a lawn care bid from Platinum Property Management. Ron Bushway comments that he's worked with Platinum in the past and they've done a good job. The selectboard discusses the proposal. ***Josie Leavitt makes a motion to accept the bid. Jeff Parizo seconds. No further discussion. Couper Shaw calls the vote, which passes unanimously.***

**22 Pearl Street- Road Cut Permit TEC Development:** Ron Bushway says that the curb cut looks straightforward. Charlotte Kennedy comments that speeding on Pearl Street has become a problem. The selectboard discusses getting new signs for Pearl Street. ***Josie Leavitt makes a motion to approve the curb cut at 22 Pearl Street. Jeff Parizo seconds. No further discussion. Couper Shaw calls the vote, which passes unanimously.***

**Selectboard Conflict of Interest Document:** This item is tabled until Eric Godin is present.

**Northwest Solid Waste District Open Position Discussion:** This item is tabled until Eric Godin is present.

**Campaign Policy Update:** Josie Leavitt says that she reached out to the Secretary of State's office and they said that the only campaign policy that the state has is for the day of the election at the polling locations.

**Dog Ordinance:** Jeff Parizo says that they took what the town attorney created and discussed it with Trevor Boutin who then made a few modifications. The selectboard discusses the ordinance and agree that it looks good. Couper Shaw says they should wait on a motion until they can speak to Trevor about compensation and have Eric Godin present. The selectboard agrees to table this until the April 17<sup>th</sup> selectboard meeting.

**Personnel Policy Update:** Jeff Parizo says he is waiting to hear back from the town attorney on this item and they will table it until the next meeting.

**Opioid Settlement Deadline:** Jeff Parizo explains that the opioid settlement has added five more settlements- Teva, Allergan, CVS, Walmart, and Walgreens. Jeff Parizo says they should look it over and decide if they should do it. The selectboard agrees that they should do it. The selectboard discusses different ideas on how they could implement the settlement money towards the opioid crisis issue.

**Special Meeting Agenda Request:** Jonathan Debono asks if the selectboard is aware of his request letter. Jeff Parizo says Angie Low is aware of it and has added Jonathan Debono to the list of requested agendas.

**FD #4 Fee:** Jeff Parizo asks Melissa Boutin if a check has been cut for Grand Isle Fire District #4. Melissa Boutin says not yet, that she is waiting for a copy of the original and will then be able to make the check out.

***Josie Leavitt makes a motion for Couper Shaw to review and sign the warrants. Jeff Parizo seconds.*** Ellen Howrigan asks why they are looking at checks from February 7<sup>th</sup>. Melissa Boutin says that she needed a month to get various approvals. Ellen Howrigan asks about a check to PC Admin assistant. Melissa Boutin explains that's for the Planning Commission and the rate is for a whole month, not an hour. Ellen Howrigan asks about the list on the last page. Melissa Boutin explains those are awaiting approval. ***No further Discussion. Couper Shaw calls the vote, which passes unanimously.***

***Josie Leavitt makes a motion to adjourn at 7:53pm. Jeff Parizo seconds. No further discussion. Couper Shaw calls the vote, which passes unanimously.***