

Grand Isle Select Board
Grand Isle Town Office 9 Hyde Rd, Grand Isle VT
Minutes of the Meeting for April 17, 2023

CALL TO ORDER: Selectboard Chair, Couper Shaw, calls the meeting to order at 6:00pm

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

Community Members Present: Ron Bushway, Colleen Bushway, Tim Maxham, Denise Abbott-Douglass, Jean Prouty , Sue Lawrence, Rachael Griggs, Mike Inners, Glenda Leake, David Leake, Jonathan Debono, Melissa Boutin, Bill Barron, Esther Blow, Joe Longo, KC Fantoni, Roth Perry, Peter Southwick, William Shaw, Emily Clark, Dylan Degree, Lucille Campbell

Add to Agenda: Josie Leavitt adds Syringes to Town Line Road, Couper Shaw adds Sheriff Department Update to Old Business and combines Syringes on Town Line Road with Sheriff Department Update. Couper Shaw adds Tech Update to Old Business. Bill Barron adds Community Space to his items under Guest.

Review and Approve Minutes

March 27th, 2023: Jeff Parizo makes a motion to approve the March 27th 2023 Special Meeting minutes. Josie Leavitt seconds. No further discussion. Couper Shaw calls the vote, which passes unanimously.

April 3rd, 2023: Jeff Parizo makes a motion to approve the April 3rd 2023 meeting minutes. Ellen Howrigan seconds. No further discussion. Couper Shaw calls the vote- aye votes from Ellen Howrigan, Jeff Parizo, Josie Leavitt, and Couper Shaw; Eric Godin abstains due to not being present at that meeting. Vote passes.

GUESTS: Bill Barron- Grand Isle Town Emergency Management Plan: Bill Barron explains that he is the town's Emergency Manager, that every year they need to update the town's Emergency Management Plan, and needs to have the selectboard approve the plan. Bill Barron goes over edits made to the plan. Jeff Parizo asks Bill Barron if, after they approve, will he be the one to file it with the Northwest Regional Planning. Bill Barron verified that he will be the one to file the plan. Ellen Howrigan points out a few clerical errors in the plan, one being that A&B is listed instead of Emmon's. Bill Barron says he will look into that error. Denise Abbott-Douglass asks if the cooling center is part of the plan. Jeff Parizo points out that there is a section for alternative shelter that the cooling center could be added to, Bill Barron says he can do that. Bill Barron explains that Ray Mitchell is listed as the president of the Grand Isle Rescue, that there is an election on April 20, 2023 where he is running unopposed and will update the plan in a case where he doesn't win that election. Couper Shaw asks if he should wait until after the April 20th election to sign the plan. Bill Barron explains that Couper Shaw is the only signature needed on the adoption and that he will wait until after the election to submit the plan. ***Jeff Parizo makes a motion to approve the Local Emergency Management Plan for 2023 with corrections. Eric Godin seconds. No Further discussion. Couper Shaw calls the vote, which passes unanimously.*** Couper Shaw signs the plan. Bill Barron talks about the community space in the Fire Department. Bill Barron explains that there is a user agreement signed every time the community space is requested for use. Bill Barron explains that the library has many community events and would like to grant the library blanket authorization for their events so that authorization isn't needed every time the library would like to hold an event in the community space. The selectboard agrees that streamlining that process for the library is a good idea. Bill Barron says he could create an annual user agreement for the space for the library and that he will speak to Adam White about this idea. The selectboard says they will make a motion once Bill Barron speaks with Adam White.

Roth Perry- Hiring Beach & Park Manager, Nominate Shirley Mora, court clean-up: Roth Perry explains that he represents YOGI and what YOGI does. Roth Perry explains that he needs the selectboard to sign the YOGI MOU for lawn mowing. Jeff Parizo asks if instead of yearly, if they could make this a 3-year agreement. Roth Perry says yes. **Jeff Parizo makes a motion to approve the Memorandum of Understanding between Youth Organization of Grand Isle (YOGI) and the Town of Grand Isle for a 3-year term starting in 2023 and going to 2026. Ellen Howrigan seconds. No further discussion. Couper Shaw calls the vote, which passes unanimously.** Roth Perry explains that the Recreation Committee would like to nominate Shirley Mora for the Recreation Committee and needs the selectboard's approval. **Jeff Parizo makes a motion to approve Shirley Mora for the Recreation Committee. Josie Leavitt seconds. No further discussion. Couper Shaw calls the vote, which passes unanimously.** Roth Perry says that the Rec committee has discussed hiring someone to do weekly clean-ups of the park and the beach in spring, summer, and fall. Roth Perry explains that they had budgeted for a scribe, but would rather apply that towards a position for park & beach clean-up and wants to make sure that's ok for them to do. The selectboard discusses whether the selectboard needs to be involved with the Rec committee's hiring process. Jeff Parizo explains that the individual would be considered a town employee and that the selectboard should have some involvement. Roth Perry asks how the Rec committee should go about updating the Recreation Committee's page on the town website. Couper Shaw says that if they don't have a scribe, someone on the Rec committee would be responsible to update their webpage. Couper Shaw explains that one of a committee scribe's duties is to keep the website updated and if they don't have a scribe, someone else on the committee would have to take on that duty. Roth Perry says that they need someone to show them how to update the website. Couper Shaw says that he will contact IT support and have them send Roth Perry directions on how to update the website. The selectboard discusses how to handle the beach/park position. It's decided that the Rec committee would present the selectboard with a potential candidate and the selectboard would handle approving the candidate. **Josie Leavitt makes a motion to approve the Recreation Committee recommending a seasonal Recreational Committee worker who will then be approved by the selectboard and will be paid with the Recreational Committee's Funds. Jeff Parizo seconds. No further discussion. Couper Shaw calls the vote, which passes unanimously.** Roth Perry asks about cleaning bush that was cleared around the basketball court. The selectboard discusses options for the clean-up.

Highway Department Update: Ron Bushway says they are cleaning up the plows of salt. Ron Bushway says the highway department is working on different curb cuts.

Buildings Facilities Manager Update: Ron Bushway explains the spring clean-up around town.

New Business

Northwest Vermont Communication Union District Rep Appointment: Mike Inners explains that they have a lead on a new provider. Mike Inner says that he was the primary voting rep and Peter Southwick was the alternate and they decided to make Peter Southwick the primary and Mike Inners the alternate due to logistics. Mike Inners explains a bit about the network design and the issues that they have run into. **Jeff Parizo makes a motion to approve Peter Southwick as the primary and Mike Inners as the alternate to serve on the Northwest Vermont Communications Union District. Josie Leavitt seconds. No further discussion. Couper Shaw calls the vote, which passes unanimously.**

Old Town Garage Demo Contract & Bids: Ron Bushway goes over the four bids received for the demolition of the Old Town Garage. Ron Bushway says that the company that won the bid was Complete Demolition at \$49,495. Ron Bushway explains that they check referrals from past customers and everyone was happy with their work. Jeff Parizo reads the following letter from Tyler Billingsley of East Engineering:

Dear Selectboard,

On Tuesday, April 11, 2023, bids were due to the Town of Grand Isle for the demolition of the old Town Highway garage. The project was publicly bid and four contractors submitted proposals.

The low bid price, submitted by Complete Demolition Services is \$49,495. This amount is reasonable and competitive given the complexity of the scope of work. It is also below the amount approved during Town Meeting.

I completed a bid check of the Complete Demolition Services bid to ensure the submission was properly completed, the bid form was executed correctly, and all required documents were submitted. The results of the bid check show that Complete Demolition Services submitted a responsive bid to the Town.

In addition to the properly submitted bid documents, Complete Demolition Services has successfully completed many other demolition projects for municipalities in northern Vermont - they are a responsible/qualified bidder. Given that they are both a responsive and responsible bidder, my recommendation is to award them the contract.

The original bids were left with the Town for record keeping. Please contact me with any questions.

Sincerely, Tyler Billingsely

Jeff Parizo says that he thinks that any amount left over from the demolition should be given back to the voters. The selectboard agrees. Jeff Parizo suggests that the town attorney look over the contract for the demolition work because of the potential liability of dealing with asbestos. Couper Shaw says he thinks the people performing the demolition know what their doing and that he doesn't feel the need to pay the attorney for that. Josie Leavitt says that it would be bad practice to have a \$50,000 contract not looked over by the town attorney. Couper Shaw says they can do that if they can use some of the savings from the bid toward paying the attorney fees. Jeff Parizo asks Couper Shaw if it's ok for him to contact the town attorney in regards to this, Couper Shaw says yes. ***Ellen Howrigan makes a motion to approve the bid from Complete Demolition Services for \$49,495 for the demolition of Old Town Garage and that the town attorney review the 16 page contract. Jeff Parizo seconds.*** Rachael Griggs asks what the timing is for the demolition. Jeff Parizo explains that they want to do it as soon as possible since the roads are posted everywhere. Jeff Parizo says they want to do it right away, that Complete Demolition doesn't have other work now and wants to complete this project during their slow time, and will then wait for payment after July 1st. ***No further discussion. Couper Shaw calls the vote, which passes unanimously.***

Transfer Station Internal Controls: Eric Godin asks if there is a plan in place for the computer system and scales at the transfer station. Ron Bushway says that Brad Sheridan was contacted by Primary Scales, that the scales they offer do have the ability to provide different kinds of receipts. The selectboard and community members discuss whether insisting transfer station customers take a receipt is necessary. Ron Bushway explains that the new computer would tie into the scales, that currently their printer prints could only provide 8"x10" receipts. Joe Longo questions why they need to make this change, that they he already provides receipts. Joe Longo comments that he has records of receipts that go back 18 years, that he's unsure why they are considering a new printer when they don't have running water in that building. Jeff Parizo says that this change is a recommendation for the auditor. Ellen Howrigan says this is a recommendation to take seriously. Ellen Howrigan asks Ron Bushway if there would be a record of every item weighed, regardless if there's a receipt or not. Ron Bushway says yes, but someone would have to key it in. Ellen Howrigan asks how much it would be to

set the system up to be cashless, accepting only cards and checks, citing the auditor's recommendation to do so. Couper Shaw says that while he understands the auditor's recommendation, going cashless would be difficult because a lot of local people use cash. Ron Bushway says he spoke with some small businesses, that they said they were hesitant to accept credit cards but then realized a lot of their business is from credit cards. Mike Inners comments that another way to verify weights at the transfer station would be to compare the total weight going to the landfill versus the total weight weighed on the scales at the transfer station. Jonathan Debono comments that opening the transfer station to accept cards would likely increase business and reduce the risk with cash and that they could pass the 3% transaction fee onto the consumer for using a card. Joe Longo asks if they can get running water, a bathroom, and heat to the transfer station. Couper Shaw says they can add that to the next meeting agenda.

Internal Controls from Audit: Tabled for a special meeting, to be set for April 24, 2023.

41 Donaldson Rd Discussion: *Jeff Parizo makes a motion to approve the attorney sending out an attorney letter via certified mail to the property owners of 41 Donaldson Road with the correction of Ron Bushway being road commissioner, not road foreman. Josie Leavitt seconds. No further discussion. Couper Shaw calls the vote, which passes unanimously.*

Speed Limits- Survey & Existing Ordinance: The selectboard goes over the past road surveys, reviews current speed limits, and discusses what roads should have a lower speed limit. Jeff Parizo goes over the process to adopt an ordinance per the town attorney. *Jeff Parizo makes a motion that existing roads that are 30 miles per hour stay 30 miles per hour, existing roads that are 35 miles per hour stay 35 miles per hour, and the roads that need to change from 40 miles per hour to 35 miles per hour are Pearl Street, East Shore South- North of Mill Pond, Griswold Road, Adams School Road- South of Quaker Road, and West Shore Road- Quaker Road to VT 314, the ones that need to change from 45 miles per hour to 35 miles per hour are Reynolds Road and East Shore South, this will change the ordinance set in 2006. Josie Leavitt seconds.* Jonathan Debono asks if Hyde Road is included in that, that it's 45 miles per hour. Jeff Parizo says yes, that he forgot to add that in. *Jeff Parizo amends the motion to include Hyde Road to go from 45 miles per hour to 35 miles per hour. Josie Leavitt seconds.* Ellen Howrigan asks that after this is warned publicly and if the public has questions, what happens next. Couper Shaw says that the public can petition and they would need to obtain 5% of voters to sign in order to have a hearing. Jeff Parizo explains that there are steps to correctly warn the ordinance, including posting the ordinance in 5 places, posting it on the website, and posting it in The Islander. The selectboard discusses the 5 places to post, deciding that the Town Office, Emmon's, the Post Office, the Transfer Station, and the Library will be the 5 places to post it. ***No further discussion. Couper Shaw calls the vote, aye votes from Josie Leavitt, Jeff Parizo, Eric Godin, Couper Shaw, nay vote from Ellen Howrigan. Vote passes.***

CD Rates: Jeff Parizo discusses CD rates he came across at Community Bank that are offered to municipalities. Jeff Parizo explains that if they are interested in putting the ARPA funds into a CD, there are options. Josie Leavitt asks if they would be guaranteed, Jeff Parizo explains that the bank protects through putting up collateral. The Selectboard discusses investing in CDs and different risks. Josie Leavitt says she will speak with the auditor in regards to this discussion.

Dumping Ordinance: Couper Shaw explains that he spoke with Ray Allen and found that the town has a \$500 fine for dumping anything over a cubic yard or foot, and that he recommended setting up a trail cam. The selectboard discusses trail cams.

3rd Quarter Financials: Tabled until the May 1st meeting.

Old Business

Dog Ordinance Discussion: Jeff Parizo explains the steps to warn this ordinance. Couper Shaw says that the selectboard needs to have Trevor Boutin attend a meeting so they can discuss compensation. The selectboard discusses what the current stipend is what the extra compensation should be. Couper Shaw asks Jeff Parizo to get in touch with Trevor Boutin and arrange for him to attend a selectboard meeting. *Jeff Parizo makes a motion to approve the Town of Grand Isle Ordinance Regulation for Dogs and Wolf Hybrids, superseding any previous ordinance. Ellen Howrigan seconds. No further discussion. Couper Shaw calls the vote, which passes unanimously.*

Conflict of Interest Policy: *Jeff Parizo makes a motion to approve the Conflict of Interest Policy for the Town of Grand Isle. Eric Godin seconds. No further discussion. Couper Shaw calls the vote, which passes unanimously.*

Curb Cut 6 Quaker Rd: Jeff Parizo updates the selectboard on the 6 Quaker Road curb cut per the DRB decision. *Jeff Parizo makes a motion to deny the highway right of access permit for 6 Quaker Road. Eric Godin seconds. No further discussion. Couper Shaw calls the vote, which passes unanimously.*

Northwest Solid Waste District Open Position Discussion: Eric Godin updates the selectboard and explains that he has information put together to post on the town website to advertise the position.

Personnel Policy Update: Tabled until the May 1st meeting.

Sheriff Department Update: Couper Shaw says that the Sheriff Department addressed how to deal with syringes found, that no one should handle them directly and use something like tongs or thick gloves instead and discarding them into detergent jugs is ideal. Couper Shaw says that the Sheriff Department said to not use the Opioid Settlement money on NARCAN because the Sheriff's Department gets it for free. Couper Shaw says the Sheriff's Department likes the idea of a needle deposit box and that the rec park and beach would be good spots for them. Rachael Griggs asks what they should do with the jugs once they collect needles in them, Couper Shaw said that the Sheriff's Department said to tape them shut and bring them to the Sheriff's Department. Josie Leavitt brings up the syringes on Town Line Road, that the Sheriff's Department advises people who find needles there to call the Sheriff's Department and report them, and that if anyone has trail cam footage of anyone dumping needles to notify the Sheriff's Department.

Tech Update: Couper Shaw says they need to decide on a .gov domain name. The selectboard discusses two options for domain names, grandisle.org or grandislevt.org. *Jeff Parizo makes a motion to approve registering for grandislevt.org. Josie Leavitt seconds. No further discussion. Couper Shaw calls the vote, which passes unanimously.* Couper Shaw says Rural Solutions would like to purchase 4 more refurbished computers. Jeff Parizo asks whether this falls within the budget. Couper Shaw says last time they used ARPA funds. Couper Shaw says that it is \$3,200 for the computers and \$2,500 for the labor, totaling to \$5,700. Jean Prouty asks about the timeline for the computer project. Couper Shaw explains what Rural Solutions has done so far. Jeff Parizo asks what the update schedule is for town computers. Couper Shaw says replacing one computer a year has been what they had been doing. Josie Leavitt explains that Rural Solutions recommended that the town update all their computers initially and then begin the computer update schedule once the new computers are 3 years old. Lucille Campbell asks what she can do to get her set-up so that she can post the minutes & agenda for the Cemetery Board. Couper Shaw discusses the issue with Lucille Campbell and says that he would like to put her in touch with Rural Solutions to help her out and her first step should be to sign out a laptop from the Town Office.

Review & Sign Warrants: *Jeff Parizo makes a motion for the Chair to review and sign the warrants. Josie Leavitt seconds. No further discussion. Couper Shaw calls the vote, which passes unanimously.*

Adjournment: *Jeff Parizo makes a motion to adjourn the meeting at 8:37pm. Eric Godin seconds. No further discussion. Couper Shaw calls the vote, which passes unanimously.*

DRAFT