

Grand Isle Select Board
Grand Isle Town Office 9 Hyde Rd, Grand Isle VT
Minutes of the Special Meeting for Monday September 11, 2023

CALL TO ORDER:

Board Members Present: Jeff Parizo, Josie Leavitt, Ellen Howrigan, Jen Morway

Community Members Present: Ron Bushway, Colleen Bushway, Denise Abbott-Douglass, Jean Baker-Prouty, Lucille Campbell, Mary Parizo, Sue Lawrence, Mike Donoghue, William Shaw, Joe Longo, Emily Clark, Kevin Low

Add to Agenda: Denise Abbott-Douglass adds Fireworks to Old Business

Review and Approve Minutes: *Jen Morway makes a motion to approve the minutes from August 21, 2023. Josie Leavitt seconds. No further discussion. Jeff calls the vote- Jeff Parizo, Jen Morway, and Josie Leavitt vote yes, Ellen Howrigan abstains.*

Highway Department Update: Ron Bushway (R. Bushway) goes over the latest activities of the highway department, saying that they have continued with daily roadside mowing and brush cutting. R. Bushway says they are changing a culvert on East Shore South, that he has posted on Front Porch Forum that the road will be closed during that construction.

Buildings Facilities Manager Update: R. Bushway says that the tree limbs around the Corner School were trimmed. R. Bushway says the fire panels in the Fire Station, Garage, and Annex have been inspected. R. Bushway says that a faulty fire detector in the Annex has been replaced. R. Bushway says that three sharp's containers have been installed at the Access, Rec Park, and Mary Crest Beach. R. Bushway says he will install the rest once he makes some modifications to them. Jen Morway notes that the five locations discussed for the sharp's containers were Donaldson Road, Fishing Access, Mary Crest, Town Office, and Transfer Station. Jeff Parizo (Parizo) explains to R. Bushway that they received a request to install signs on Adams School Road in the same fashion as they have done on Pearl Street. Ellen Howrigan (Howrigan) reads the letter that was sent to the selectboard:

This past week I contacted Brad Sheridan commending him for the posting of the new slower speed limits on some of the town roadways. I also thought the added warning sign for drivers to "Slow Down for Pedestrians " on Pearl St./Route 2 that is posted below the speed limit sign should be added with benefit to the following locations I am familiar with based on my almost daily experience. He mentioned to me that the SB had originally requested this additional signage that I was commenting about. Here is a short list of my suggested locations.

The intersection of Route 314 and Pearl Street.

The intersection of Adams School Road with Route 314

The intersection of Reynolds Rd. and Route 314

The intersection of Reynolds and Hyde

The intersection of Reynolds and Griswold

Due to new home construction in the last few years, I have encountered when riding my bicycle many families walking on these roadways. I have also had my close calls when riding my bike. I thought a few additional words of common sense warning might prevent a future accident from occurring for those who ignore posted speed limits.

R. Bushway says that he will discuss it with Brad Sheridan and see if they have it in their budget to do so.

Transfer Station Discussion Update: Josie Leavitt (Leavitt) says that Boutin has put the order through and she will contact R. Bushway to let him know when it is delivered.

New Business:

Approve Lynda Mogan-Gardiner to the Board of Listers: *Jeff Parizo makes a motion to approve Lynda Morgan-Gardiner to the Board of Listers. Jen Morway seconds. No further discussion. Jeff Parizo calls the vote which passes unanimously.*

Town Garage Generator: Parizo explains that Adam White sent an email regarding needing a generator at the Town Garage. R. Bushway says that he has been collecting quotes for a generator. R. Bushway says he has received quotes from Brookfield and Generac, that Caterpillar does not install propane generators, and that DC Energy has not responded to his request yet. Jen Morway (Morway) says she will investigate grant opportunities for this issue.

Credit Card Policy: Parizo goes over the Credit Card Policy Guidance from VLCT. The Selectboard discusses how they should tailor the policy for the Town of Grand Isle. The Selectboard discusses reviewing the Town's credit card transactions for the past year in order to gain a better understanding of the credit card usage within the town and thus how they may tailor the policy to best serve the town. Leavitt asks if they can discuss the policy with the Town Attorney as well. Clark notes that the selectboard could ask the auditor how they would like credit card transactions reported as well, the selectboard agrees. Howrigan says she will add this to the list of questions to ask the auditor.

Storm Water Permit: Parizo explains that the Town gets this permit annually for the Fire Department and will be renewing it again this year.

IT Update- Rural Solutions: The selectboard discusses the status of the .gov domain registration, the migration to Microsoft 365 and the Town website. Leavitt says she will contact Couper Shaw and Rural Solutions to get an update. Howrigan asks where the town is with the IT projects that they agreed upon last year. The selectboard discusses what they know has taken place so far. Leavitt says she will get an update on the IT projects as well. Parizo says they will also need a quote for next year's IT service and support. Sue Lawrence (Lawrence) says that Rural Solution has called the town office to ask when the town will be ready to purchase new computers. Lawrence comments that her computer is running very slowly. Lucille Campbell (Campbell) explains her experience with working with Rural Solutions tech support, that her laptop had an issue that they had to figure out in order for her to login to Wordpress. Campbell says her concern is that she was on the call with tech support for 45 minutes and wonders how much that support call cost the town. The selectboard says they are unsure of what the agreement for tech support is and will find out those details. Clark comments that she cannot recall a discussion or agreement for Rural Solutions to take on the town website as part of the agreement with them. Parizo

agrees. Clark notes that the surrounding towns use Alpine Media for their municipal websites, while using separate companies for their IT services. Jen Morway (Morway) notes that the Grand Isle website is currently missing a lot of information, that it is difficult to navigate, and that they should go over what they would like to see on the website. Lawrence comments that all the ordinances should be available on the town website. The selectboard agrees. The selectboard discusses the possibility of having Alpine Media help with the Grand Isle Town website and that it would need to be discussed when discussing the budgets. The selectboard agrees to discuss this item at the next meeting.

Listers- Updating to the Cloud: Lawrence explains that the Listers need a new laptop for Joe Longo. Lawrence explains that they will need to have the Listers in the cloud in order to have Joe Longo work remotely. Lawrence and the selectboard discuss the quote from Rural Solutions of what is needed to create a cloud environment for the Listers.

Old Business:

Donaldson Letter Update: Howrigan explains that she spoke with Danielle Fitzko regarding the trash being dumped. Howrigan says she will be meeting with Emily White tomorrow to discuss the issue and she will update the selectboard at the next meeting.

Opioid Settlement Update: Morway explains that she has put her letter to Rescue on town letterhead and would like approval to send it. The selectboard goes over the letter, finding a typo that needs correction. Morway says she will make that correction and bring it to the next meeting to be signed. Morway says that she looked into test strips and found how to get free test strips for the town.

LHMP RFP & Update: Morway explains that they need to put out the RFP for the Local Hazard Mitigation Plan. Morway goes over the information that the RFP will include. Morway says that the deadline would be for September 29th and that they would then discuss it at the October 2nd Selectboard meeting. Morway explains that the chair, Parizo, needs to post the RFP to the Vermont Business Registry website first, before they put the RFP out to the public. Parizo says he will look into doing so this week.

Jeff Parizo makes a motion to send out the Request For Proposal for the Local Hazard Mitigation Plan. Jen Morway seconds. No further discussion. Jeff Parizo calls the vote which passes unanimously.

RFP for Corner School: Parizo explains that he is working on an RFP for the painting and carpentry of the Corner School. Campbell asks if there will be two separate RFPs- one for carpentry and one for painting. Parizo says he is not sure if there would need to be two separate RFPs, but will look into it. Parizo notes that he is working on the RFPs now, but the work would most likely need to occur in the spring.

Personnel Policy: Parizo asks if the selectboard is in agreement that they should merge paid time off and sick time. The selectboard discusses merging the two. Parizo asks what he should ask the town attorney. Leavitt says he should explain that the town is revising the personnel policy, that they would like to begin capping accumulated time to 240 hours, that they currently have two employees with more than 240 hours accumulated and would like a recommendation on how to fairly handle the accumulated time for those two employees. Parizo says he will ask that. Morway asks if the draft of the personnel policy can be sent to her, Parizo says he will send it to her.

Financials- Internal Controls: Morway explains that she put together a document that outlines where the selectboard left off, each item that needs to be addressed and who was working on it according to meeting minutes and zoom recordings. Morway asks if the town is still moving towards being cashless.

Parizo explains that they are starting with the point-of-sale system at the transfer station. Leavitt comments that by not accepting cash, that makes it less equitable for people who do not have checking accounts or the ability to have a credit card. The selectboard agrees. R. Bushway says that they should see how it goes with the point-of-sale system and see how many people still opt to use cash. The selectboard agrees. Parizo brings up the next item from the auditor- general journal entries. Parizo says he feels that the selectboard should be given the general journal entries with the warrants and that the selectboard should be the ones to approve those. Parizo reads a memo from Boutin from February 2023, citing that it says that general journal entries should be sign-off on by the authorized officials. Parizo comments that authorized officials means the selectboard. Morway reads from the April 24, 2023 meeting minutes, citing that Parizo said then that the selectboard should receive the general journal entries with the warrants and the selectboard should be the ones to sign-off on them and that Couper Shaw agreed. Clark says in a past meeting, Boutin said that Sue Moquin is the authorized official that has been signing off on them. Parizo explains that they should create a Standard Operating Procedure (SOP) that includes the Selectboard reviewing the general journal entries once a month. The selectboard agrees. Morway asks if they should add that warrants should be sent to the selectboard on Fridays in the SOP. The selectboard discusses the logistics of warrants, asking Lawrence when pay day is. Lawrence explains that it is Wednesday or Thursday for her department, that pay day may be different for each department, or by each employee. The selectboard agrees that general journal entries should be sent to the selectboard the Friday before the second selectboard meeting of each month. The selectboard agrees that the warrants should be sent to the selectboard every Friday. The selectboard will make these requests to Boutin. The selectboard discusses making these requests into policies. Leavitt says they should create an SOP. Howrigan says they should begin by making the requests to Boutin and go from there. The selectboard agrees. Parizo presents the next item to discuss- Fraud Risk Assessment. The selectboard agrees to ask the accountant about this item when they are able to attend a meeting. Morway says that they should look at what VLCT may have for this item. Howrigan says she will let the accountant know that this is one of the topics they will be discussing. The selectboard moves on to Diesel Fuel Tank. Parizo asks R. Bushway how they are doing with that. R. Bushway says that they have been keeping track of all diesel used and it is being written down every day. Clark asks where those logs will go at the end of the year. R. Bushway says they just started keeping these logs this year, that they will have to discuss whom those logs should go to at the end of the year, that they should ask the auditor what they think. The selectboard moves on to Investment & Banking Policy. Parizo says that VLCT has a Model Investment Policy Guidance that he will email to he selectboard for review. Parizo goes over a summary of what is included under this item. Parizo says they will discuss this once the rest of the selectboard has a chance to review the VLCT Model Guidance. Parizo presents the next item- Procurement Policy. Parizo explains that VLCT also has a Model Guidance for this. Morway asks if Leavitt could go over it and see what other towns have filled in for dollar amounts. Leavitt says she can do that, that she will call North Hero and Alburgh to see how they handled this Policy. Parizo explains they have the Conflict of Interest Policy completed. Parizo goes over what still needs to be taken care of. Parizo says that there is a Model Auditing, Accounting, and Financial Reporting Policy Guidance. Leavitt says that this is another item they should ask the auditor about. The selectboard agrees. The selectboard discusses the items that have been completed. The selectboard discusses how the cemetery fund is handled by the cemetery board. The selectboard discusses how the library funds are handled by the library. Parizo presents the next item as documentation of internal control systems. Parizo says once they have some documentation to work with, they will move forward with this item. Parizo presents the

next item as Voter Approval of Appropriations. Parizo asks if there needs to be a ballot item for approving reappraisal and fund balances when the voters could vote on the general budget. Howrigan explains that it may have been that the ballot items were not clear enough in the past. Leavitt says that they should ask the auditor for clarity about this item, that the audit did not result in any problems with the ballot items. Parizo says the Fish Culture Road Maintenance item is complete. Morway notes that the audit reports are to help Grand Isle as it grows and changes, that the feedback is not indicative of fraud or that something is going wrong, but to put measures in place to ensure that problems are less likely to arise as the town grows. Parizo presents the item Tracking Leave & Compensatory Time. Parizo says they have completed by having a summary of that included in the warrants.

Mobile Vendor Policy: Morway says she has created a draft and would like Scott Brown to look at it before it is approved. The selectboard goes over the mobile vendor policy draft. Parizo asks if it is an ordinance or policy, Morway says it is an ordinance. Parizo and Morway discuss whether it should be an ordinance or policy. Clark says that by being an ordinance, it would only be in place for a year and that it does not pertain to bylaws. Parizo says that ordinances usually get approved by the selectboard. Morway goes over the avenues other towns have gone to approve this ordinance, stating that South Hero went through their Zoning Administrator for their Mobile Vendor Ordinance. Parizo says that after Scott Brown has had a chance to review the draft, that the town attorney should review it. The selectboard agrees.

Time Card Discussion: Morway says that she needs more input to further improve the time cards. The selectboard discusses the differences in how each department handles their pay periods. The selectboard discusses how the stipend employees' pay periods are handled. The selectboard discusses that standardizing pay periods will make it easier for employees and for Boutin. Morway says that they may want to consider standardizing the pay periods according to how the highway department is currently operating seeing that they have the most employees. Leavitt asks who will investigate how all the stipend employees are currently paid, Morway says that she can meet with Boutin about this. The selectboard discusses offering direct deposit to town employees, agreeing it would be good to do so. The selectboard discusses having Square set-up in the town office to enable towns people to pay by card in the office.

Fireworks: Denise Abbott-Douglass (Denise) says that fireworks going off at night is still an issue, that she heard loud booms over Labor Day weekend. Denise says that the main issue is that when this happens, it is past when she can call the local Sheriff. Morway clarifies that when Denise has called the State Police, the State Police were unable to address the issue. Denise asks if the town can issue something that states that setting off fireworks is illegal. Parizo says they will monitor this issue and that he will speak to Ray Allen.

ADMINISTRATIVE CHECK-IN: Ellen Howrigan will contact Melissa Boutin about credit cards, she will meet with Emily White regarding the Donaldson/State Park issue, she will get the drug education curriculum to the school, and she will find out information regarding a sharp's container at the fishing access. Jeff Parizo will submit the LHMP RFP to the Vermont Business Registry, he will contact the town attorney regarding the credit card policy, and he will contact Ray Allen about the fireworks issue. Josie Leavitt will contact Rural Solutions for an update and find out what other towns put for Procurement Policy amounts. Jen Morway will follow-up about the test strips, she will contact Regional Planning regarding the conditional use for food trucks, she will contact Melissa Boutin about pay periods, time card details

for the highway department and when people are being paid, and she will investigate getting warrants sent to the selectboard on Fridays and general journal entries for the second meeting selectboard meeting of the month.

Review and Sign Warrants: Tabled until the 9/18/2023 meeting.

Adjournment: *Ellen Howrigan makes a motion to adjourn the meeting at 9:01pm. Josie Leavitt seconds. No Further discussion. Jeff Parizo calls the vote which passes unanimously.*

DRAFT