

Grand Isle Select Board
Grand Isle Town Office 9 Hyde Rd, Grand Isle VT
Minutes of the Meeting for Monday November 20, 2023

CALL TO ORDER: The selectboard chair, Jeff Parizo, calls the meeting to order at 6:01pm

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

Board Members via Zoom:

Community Members Present: Glenda Leake, Wendy Rosica, Emily Clark, Jean Baker-Prouty, Lucille Campbell, Sue Lawrence, Marie Prescott, Melissa Boutin, Adam White, Colleen Bushway, Ron Bushway, Tim Maxham

Community Members via Zoom: Carrie San Angelo, Esther Blow, Mike Donoghue, Joe Longo, Bianca Lafayette

Add to Agenda:

Review and Approve Minutes: *Josie Leavitt makes a motion to approve the minutes of November 6, 2023 with corrections. Ellen Howrigan seconds. No further discussion. Jeff Parizo calls the vote which passes unanimously.*

Guests:

Colleen Bushway, Library Update: Colleen Bushway reads the following letter:

Town of Grand Isle Selectboard:

The Grand Isle Free Library would like to offer a special Thank You to Brad Sheridan for donating pumpkins to the Library again this year. We held a Pumpkin Decoration event at the Grand Isle Fire Station Community Room on October 28. It was open to all ages and there were 28 people in attendance. We were very pleased that o many townsfolks participated in this family event. Brad's generosity is very much appreciated by all of us. Also, thank you to the Grand Isle Fire Department for allowing us to use the facility this year for our Programs.

Respectfully Submitted, Janet Bonneau (Library Director) and the Library Trustees

Highway Department Update: Ron Bushway (Bushway) says the installation of the new speed limit signs have been completed. Bushway says that they are preparing the plows for snowfall. Emily Clark (Clark) explains that she helped to install the new Point-of-Sale system at the transfer station. Clark says they should be ready to have a soft launch of the new system after the start of the new year.

Buildings Facilities Manager Update: Bushway says he has put the shudders on the school house.

Generator Discussion: Jeff Parizo (Parizo) says he's concerned about the Hedgeman Electric quote, that they quoted a 30-kilowatt generator whereas Brookfield has quoted a 48-kilowatt generator. Bushway says that Brookfield explained that it would be better to oversize than try and guess the amount needed (to both provide electricity and heat the building). Parizo says that Hedgeman Electric quoted a Generac 30-kilowatt, 300 amp, 1.5 liter engine generator for \$29,860. Parizo says that Brookfield gave quotes for both a 38 and a 48-kilowatt option, that the 48-kilowatt option came to \$33,472 and the 38-kilowatt option is \$29,988. Jen Morway (Morway) discusses the grant opportunity that Adam White brought to the board for this generator. Morway explains that the town needs to have a Procurement Policy in place and a Risk-Assessment completed in order to qualify for the grant. Morway explains that the lawyer is working on the procurement policy. Parizo explains that the lawyer is still working on it, that they are behind, and that he is currently on vacation for the holiday. Morway says that the deadline for the grant is December 8th, that they won't be able to get those two things done before then in order to apply for the grant. The selectboard discusses putting a line item on the ballot to fund the generator, that they should consider putting it as a separate line item from the Buildings Budget line item.

New Business:

DRB- Deb Lang as Alternate: Marie Prescott says they would like to have Deb Lang be an alternate at the DRB. ***Josie Leavitt makes a motion to approve Deb Lang as an alternate on the Development Review Board. Jen Morway seconds.*** Jeff Parizo notes that in the future, the selectboard would like a written request for additions to a board. ***No further discussion. Jeff Parizo calls the vote which passes unanimously.***

Planning Commission Nomination- Carrie San Angelo: Clark explains that they would like to have Carrie San Angelo join the commission to fill Howard DeMars vacant seat. Clark reads the following letter:

Dear Planning Commission,

I hope this letter finds you all well. The purpose of this letter is to indicate my interest and intention to assist the Planning Commission as best as I can. If you will have me, I would be honored to join you in this public service to our local community.

Thank you kindly, Carrie San Angelo

Ellen Howrigan makes a motion to approve Carrie San Angelo for the Planning Commission. Josie Leavitt seconds. No further discussion. Jeff Parizo calls the vote which passes unanimously.

Budgets:

Fire Department: Adam White (White), the Fire Chief, presents the Fire Department request and goes over their budget over the last year. White says last years' appropriation was for \$75,000 and it cost just under \$92,000 to run the fire department for the last fiscal year. White explains that the \$15,000 increase from last year will go towards personnel costs. White explains the compensation program that the fire department put in place, that the fire fighters are compensated \$15 for every meeting/training/class they attend and, depending on certification and rank, they are compensated between \$18-\$25 per fire call they respond to. White explains that they have also started a stipend

program for certain positions, giving the example of the Fire Chief position being awarded a \$400 yearly stipend. White explains that there are three questions that he would like the selectboard to address:

Shall the legal voters of the Town approve the sum of \$105,000 for the Grand Isle Volunteer Fire Department, Inc. budget?

Shall the legal voters of the Town approve the sum of \$11,500 to defray expenses of the Grand Isle Rescue, Inc. and Grand Isle Volunteer Fire Department, Inc. dispatching services?

Will the legal voters of the Town approve the annual sum of \$75,000 for the Grand Isle Volunteer Fire Department, Inc. Capital Equipment Reserve which is an increase of \$45,000.

To clarify why they need an increase in their Capital Equipment Reserve, White explains the costs of new apparatuses, that the costs have gone up a lot, giving the example of the apparatus they bought in 2018 for \$342,000 would now cost \$550,000. White says because of these increases, they need to plan for future equipment by keeping up with the increasing costs by increasing the budget gradually each year.

Jeff Parizo makes a motion to approve putting on the ballot \$105,000 for town appropriations for the Fire Department, \$11,500 for Grand Isle Rescue Inc. and Grand Isle Fire Department dispatching services, and \$45,000 for the equipment reverse fund. Josie Leavitt seconds. No further discussion. Jeff Parizo calls the vote which passes unanimously.

Cemetery: Lucille Campbell (Campbell) goes over the cemetery budget, explaining that it has gone up a little bit due to inflation. Campbell says that they increased it by \$2,300. Campbell says they replaced a fence this past year due to damage. Campbell goes over projects they have coming up, noting that weatherproofing the vault is their next focus. Sue Lawrence (Lawrence) explains that they also started stipends for the members of the cemetery commission.

Josie Leavitt makes a motion to approve to put on the ballot for town appropriations for \$27,400 for the Cemetery. Jen Morway seconds. No further discussion. Jeff Parizo calls the vote which passes unanimously.

Rescue: Jeff Parizo reads the letter Rescue sent for appropriations:

Grand Isle Rescue, Inc. (GIR) is the non-profit Rescue squad serving the towns of Grand Isle and North Hero. GIR respectfully requests a line-item appropriation on the Spring ballot of \$73,000 for FY

*2024/2025 from the citizens of Grand Isle. This amount represents level funding for the last 3 years. These monies will be used for operating and capital expenses of Grand Isle Rescue. With Thanks,
Ray Mitchell (President of GIR) Desiree Maltais (Chief of GIR)*

Ellen Howrigan (Howrigan) comments that she would like to see the budget for GIR. Glenda Leake comments that GIR is self-funded and what they get from the town is extra. Howrigan clarifies that she is supportive of GIR, she would just like that budget data. Parizo explains that it's helpful for the townspeople to see how GIR spends their money in order to mindfully vote on that ballot item. The selectboard discusses the importance of seeing their budget before voting on this. Leavitt says she will

reach out to Rescue, explain why the selectboard needs to see the budget and request they present it at one of the December meetings.

Email- Selectboard & Reply to All: Parizo reminds the selectboard members and those who email the entire selectboard that due to open meeting law, the selectboard cannot reply to all.

Insurance Change: The selectboard discusses the change in insurance through VLCT for under-insured/uninsured motorist coverage. Parizo explains that to go from \$250,000 coverage to \$1,000,000 coverage the difference in cost is about \$400 more a year. Parizo says he thinks for \$400 more, going from \$250,000 to \$1,000,000 coverage makes sense. The selectboard agrees.

Josie Leavitt makes a motion to increase the insurance coverage. Ellen Howrigan seconds. No further discussion. Jeff Parizo calls the vote which passes unanimously.

General Journal Entry Policy & Procedure: Morway explains that this is part of the internal controls that they have been working on. Morway says that there are a few parts that might be ready for approval: general journal entries, budgets, past reconciliations, and financial reporting. Morway notes that payroll has already been approved. Morway says the general journal entry policy would be that they are presented to the selectboard for approval by the town treasurer, once approved the entries would be signed by the selectboard chair and given to the town treasurer for document retention. Parizo says that he will send this to Melissa Boutin for review and put this on the agenda for the next meeting. Morway goes over the draft policy for budgets. Morway says she would like Melissa Boutin to go over the drafts of everything they have so far and address this at the next meeting. The selectboard agrees.

Credit Card Policy Discussion: Tabled

Old Business:

IT RFP Update: Leavitt goes over the three proposals she received for the IT RFP, Rural Solutions, Vermont Tech Group (VTG) and Secured Network Services (SNS). Leavitt explains that she met with SNS and VTG at the town office, and that Rural Solutions had already expended a lot of time going over everything they needed for the RFP. Leavitt says she feels that SNS and Rural Solutions were the most thorough and friendly. Leavitt says that she is hesitant about SNS only due to their location 2 hours away in New Hampshire. Leavitt says she does realize that most of the IT work is done remotely and that distance might not be an issue. Leavitt says that the engineer from SNS did a thorough audit and explained things in a way that she could understand. Leavitt notes that Rural Solutions has worked very hard for the town and that she is hearing feedback from the end users they have services that they are very friendly and helpful. Morway asks if SNS has Microsoft 365 included in their quote, Angie Low notes that it is listed in Appendix C. Parizo says they will need to ask SNS for clarification. The selectboard agrees that they should invite SNS to the next meeting to answer questions about their proposal. Leavitt asks the selectboard to send her the questions they would like to ask SNS. The selectboard agrees to start the December 4th meeting at 5:30 and invite SNS to attend via Zoom to answer questions from 5:30-6pm.

Time Card Update: Morway says that they should reach out directly to the people who are having trouble with the new time cards. Morway says she will email the people having trouble and go over the new policy and clear up any confusion.

Community Service Update: Leavitt says she has not received an update and will contact Doug DiSabito.

Administrative Check-In:

Jeff Parizo: Remind the Listers, Library, Highway, and Transfer Station departments to turn in their budgets by November 30th.

Josie Leavitt: Email lawyer regarding the Procurement Policy. Contact Grand Isle Rescue regarding a budget for their ballot item. Invite SNS to the December 4th meeting for 5:30pm. Email Doug DiSabito regarding Larrow's community service.

Ellen Howrigan: Send IT questions to Leavitt for SNS. Check with account regarding whether stipends should be a W2 or a 1099. Work on credit card policy.

Jen Morway: Send IT questions to Leavitt for SNS. Contact Rural Solutions to confirm they will be month-to-month for December. Contact people regarding time cards. Research the grant or the generator to see if they can submit drafts for a deferment. Email Melissa Boutin the internal control draft documents for review.

Review and Sign Warrants: *Josie Leavitt makes a motion for the selectboard to review warrants and for the chair to sign the warrants. Jen Morway seconds. No further discussion. Jeff Parizo calls the vote which passes unanimously.*

Adjournment: *Josie Leavitt makes a motion to adjourn the meeting at 7:49pm. Jen Morway seconds. No further discussion. Jeff Parizo calls the vote which passes unanimously.*