

**Grand Isle Select Board**  
**Grand Isle Town Office 9 Hyde Rd, Grand Isle VT**  
**Minutes of the Meeting for Monday December 18, 2023**

**CALL TO ORDER:** Selectboard chair, Jeff Parizo, calls the meeting to order at 6pm.

**Board Members Present:** Jeff Parizo, Jennifer Morway, Ellen Howrigan

**Board Members via Zoom:** Josie Leavitt

**Community Members Present:** Ron Bushway, Colleen Bushway, Glenda Leake, David Leake, Marie Kilbride, Melissa Boutin, Angie Low

**Community Members via Zoom:** Emily Clark, Sue Lawrence, Esther Blow, Lucille Campbell, Joe Longo, John Lafayette, Mike Donoghue

**Add to Agenda:** Generator added to Old Business, January Meeting added to Old Business, S&P Letter/Selectboard Rate Agreements added to Administrative Check-in, Boots added to New Business

**Public Comment:** Jeff Parizo (Jeff) explains that they have added a public comment section to all future meetings to give community members a chance to comment on anything that is not on the agenda, that each person will be given about 2-3 minutes to speak. Colleen Bushway (Colleen) thanks Rescue and the Fire Department for the wonderful light parade over the weekend.

**Review and Approve Minutes:** *Jennifer Morway makes a motion to approve the December 4<sup>th</sup>, 2023 meeting minutes. Josie Leavitt seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.*

**Guests:**

**Highway Department Update:** Ron Bushway (Ron) says that the John Deere tractor has been fully serviced and the Kubota tractor is having warranty work done on its front end at Champlain Valley Equipment. Jeff asks how much longer they have with the warranty on the Kubota tractor, Ron says he is not positive of the exact date but knows its near the end. Ron says they have a 20+ year old sander/salter at the transfer station that is in good shape that they would like to put out to bid to sell.

**Buildings Facilities Manager Update:** Ron says that the town office and library were inspected, that he has given the library report to Colleen. Ron says that town garage and transfer station were inspected December 15<sup>th</sup> and they are waiting to receive those reports. Ron says they will be installing a heater and thermostat in the transfer station, that the Square system will need to be kept above 40°F. Ron says that the filters for the fire station were delivered and that he is looking for help to install them due with their size and weight. Jeff asks if they could rent a scissor lift, Ron says he will look into it. Jeff asks Ron if he would like to speak about fixing the wall at the transfer station, Ron says he has a meeting scheduled with Alan Landry on December 19<sup>th</sup> and should be able to give an update at the next selectboard meeting.

**IT Update:** Jen Morway (Jen) goes over the spreadsheet she created to compare the Rural Solutions and SNS proposals. Jen says that for 9 Microsoft licenses and proposed recommendations for the next year

through Rural Solutions totals to \$32,221. Jen says that for 9 Microsoft licenses and proposed recommendations for the next year through SNS totals to \$31,527.66. Jen explains that neither company would handle the town website, that MacDragon currently handles the town website. Jen says that they need to decide which company to use and they need to figure out the kind of Microsoft licensing each town employee will need, beyond the 9 licenses that they are already aware of and have been proposed. Jeff notes that for FY24 they have budgeted for \$25,000 for IT and \$10,000 for computers. Jen says that the \$10,000 listed under computers is not actually for computers, but for computer software such as the NEMRIC membership. Jeff notes that they will have to label that correctly in the future. Josie Leavitt (Josie) says that the \$10,000 listed as computers should be listed under dues & subscriptions, Jeff and Jen agree. Jeff asks Jen and Josie for their recommendation. Jen says she is uncomfortable with how the work with Rural Solutions went. Jeff agrees. Jen says that it was difficult to get Rural Solutions to provide information in order to create the spreadsheet. Josie says that it was a lot of back and forth on email to obtain that information from them. Josie notes that she knows that the town employees who call tech support like dealing with Rural Solutions but that the invoice errors has made her uncomfortable. Josie says that communicating with Rural Solutions has been difficult, that getting answers has been difficult. Josie says that she was hesitant about SNS due to their location in New Hampshire but that she feels that since most of the work to be done is remotely, it will not be a problem. Ellen Howrigan (Ellen) says that she is aware that people dealing with Rural Solutions as end users have found them pleasant and easy to work with, that she lost a lot of faith and confidence in Rural Solutions based on what the selectboard has dealt with. Jen notes that Rural Solutions did not have any knowledge about the Government licensing through Microsoft for municipalities. Josie says that was a red flag for her, the selectboard agrees. Jeff says that he was not aware that option existed, but would assume an IT company would know what that is. The selectboard discusses when to give notice to Rural Solutions to terminate with them. **Jennifer Morway makes a motion to move our contract to SNS effective February 1<sup>st</sup>, 2024. Ellen Howrigan seconds.** Sue Lawrence (Sue) asks if the new computers were a part of the Rural Solutions contract. Jen Morway says that the proposals from both companies included those 5 new computers. Sue says she thought that the new computers for the DRB and her were to be provided under the Rural Solutions contract from months ago. Jen Morway says Rural Solutions was supposed to provide the town with those computers and that they did not provide them is one of the problems they experienced with Rural Solutions. Jen Morway explains that there were items proposed by Rural Solutions that were never completed and that the cost of what was proposed increased after it was agreed to, and that these issues are part of the problem the selectboard has faced. Jen Morway clarifies that the computers proposed by Rural Solutions last year were never ordered or paid for. **No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.** Jen says they need to decide on licensing, that they currently have 9 town employees set to get the GCC-G1 licensing for \$38 per month, per user. Jen says for the users that only need email, the license will be \$12 per month, per user. Jen says that those to consider for licenses are the selectboard members, Brad Sheridan (Brad), DRB, Planning Commission. Jeff says he thinks Planning Commission should have one, that the DRB should have one, that Brad should have one. Josie says that the selectboard members should each have one, that the each of the planning commission members should have one. The selectboard members agree that anyone who needs to do a records request, applying for grants, obtaining bids, or might need to interact with the town attorney should have one. Jen says Ron should have one, that she feels the chair of each board/committee should have one rather than each member. Josie says that the DRB clerk should have one, Jen notes that the DRB clerk currently has a

Microsoft license. Emily Clark says she feels that every town employee should have a grandislevt.gov email address with a Microsoft license. Jeff notes that they can do the lower license tier for some employees and the GGC license for some employees. Lucille Campbell (Lucille) asks if there will be three different email domains being used concurrently- grandislevt.org, Gmail, and grandislevt.gov. The selectboard explains that they are working to move all current grandislevt.org email addresses to grandislevt.gov and then add some of those who use Gmail to grandislevt.gov as well. Jen proposes that the selectboard should have 6 licenses, one being for the selectboard scribe, DRB should have an additional one for their chair, Planning Commission should have one, Brad Sheridan should have one, Scott Brown should have one and Ron Bushway should have one. Jeff asks about Listers, Jen says they already have them and are part of the 9. Jen notes that Library and Cemetery already have one each. Ellen Howrigan notes that Scott Brown would need one. Jen asks Lucille which cemetery member has the license, Lucille explains that her laptop has a license because she does the agendas and minutes, but that the computer that handles NEMRIC and the cemetery records does not have a license. Lucille and Sue agree that the computer that handles the cemetery records does not need a license. Jen adds the lists of potential users needing licenses and comes to the total of 11. Ellen asks who the 9 employees are that currently have licenses, Jen lists: 3 Listers, Melissa Boutin, Sue Moquin, Zoning has one, Library has one, Cemetery has one, and the DRB clerk has one. Jeff says for 11 additional licenses for \$12 per month, per user totals \$1,584 for the year. The selectboard begins to discuss the totals for the IT budget for 2024. Jen says that for 2024 the monthly SNS charge will be \$1,500 and in 2025 it will go up to \$1,545 a month. Jen says for 2024, the 9 people who currently have licenses will total \$4,104 for licensing. Jen says that it is \$4,000 for the computers and \$600 for back-ups. Jen says that adding the licensing, the project including computers, and monthly charges they should budget \$34,000 for IT. Josie notes that there have been gaps in IT for the town which was brought to light over the past year and this should help the town fill those gaps. Jen notes that securing IT will help the town when they have an audit. Josie says she will contact Rural Solutions and SNS about this change.

#### **New Business:**

**Sheriff's Department Letter to the Selectboard:** Jeff Parizo reads the following letter from Sheriff Ray Allen:

*Date 12/5/2023*

*To: Grand Isle County Selectboards*

*Times have changed dramatically Nationwide which has affected Vermont and our County. These changes have affected everyone and not for the better.*

*The following statement I received from the State of Vermont. This was sent it yesterday to all Law Enforcement Agencies in the State.*

*In keeping with the substantial increase in violent crimes being committed in VT, there appears to be a correspondingly noticeable intensification in persons seriously expressing intent to harm law enforcement personnel, by exhibiting overt acts of harm (i.e.- spitting/hitting/kicking/head-butting, dragging/ramming/ambushing, eluding, etc., during traffic stops, arrests, and even non-criminal routine encounters.*

*Law enforcement personnel are also being subjected to hyper-vitriolic and excessively violent speech to include threats of harm against family members.*

*You all are aware of how difficult it is to hire and retain good employees. I have done a lot of research of other Law Enforcement Agencies and their pay scales and what they offer for insurance and retirement.*

*As a result of not being competitive enough we have had another Full-time officer leave for a State paid position. We can not continue to lose more staff.*

*Wages need to be competitive.*

*Health insurance (we are competitive) rates increasing again.*

*Retirement (we are 30yrs) we need to switch to 20 years which most agencies currently are.*

*After reviewing all the figures I have determined that the hourly contract rate needs to be increased to \$70.00 per hour. This still includes the cruiser and mileage.*

*I am asking for your support and understanding with this increase.*

*Sincerely,*

*Sheriff Ray Allen*

*(Spreadsheet of budget attached to minutes)*

The selectboard discusses the budget for the Sheriff's department.

**Jeff Parizo makes a motion to accept the Sheriff's budget with the new total of \$189,280 to be put on the ballot. Ellen Howrigan seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.**

**Selectboard Administrative Assistant:** Jeff says that it has been discussed in the past that the selectboard could benefit from having a selectboard administrative assistant, with duties beyond creating agendas and writing the minutes Jeff asks Angie Low (Angie) how much she makes per hour, Angie says she currently gets a stipend of \$10,000. Jeff says he has tentatively put down \$25,000 for the new position. Josie asks if there is enough work to justify \$25,000 and asks if Angie has the capacity to expand her role. Angie says she has the capacity. Jeff asks if she has the time, Angie says she does. Josie asks Angie is this sounds appealing to her, Angie says it does. Josie explains that Angie has helped the selectboard over the past year she has been with the selectboard. The selectboard discusses the amount to offer Angie. Jeff asks how many hours a week she works currently. Angie explains that it changes according to the meetings, that over the summer she was putting in about 20 hours a week when there were many special meetings and that for shorter meetings it was between 10-15 hours a week. Emily Clark (Emily) suggests that they spec it for 20 hours a week at \$25 an hour. Emily suggests they call the role Selectboard Administrator as opposed to administrative assistant. Jeff says 20 hours a week at \$25 an hour comes to \$26,000 a year and that they will go with that if everyone agrees. The selectboard agrees. Jen notes that Angie has been doing more than people are aware of. Josie notes that this is position will be beneficial when there is selectboard turnover after elections, Jeff agrees and says that the intellectual knowledge will remain with Angie and she will help with those transitions.

### Budgets:

**Town Clerk:** Jeff asks Melissa Boutin (Melissa) to go over the Town Clerk budget. Melissa says that they do not have real estate inventory like they use to, which has caused recording to go down and have had less preservation of records fees. Melissa says the budget actual totals \$64,050. Jeff says the actual for 2023 recording fees was \$19,841 and the projected for 2024 is listed as \$27,500 and asks Melissa if it should be more in line to \$20,000. Melissa explains that looking at prior years and knowing they have development taking place, she feels \$27,500 will be more accurate. Jen asks about the GISU School Reimbursement of \$1,750 line item and the GISU Expenses of \$1,750 and asks if they can remove those since they net out. Melissa explains that it is listed like that because they are predicting those expenses for GISU, that she could zero it out if they wanted to. Ellen notes that it would be good to keep those line items there for the auditor. Ellen asks about the animal supplies line item under expenses, that the number has decreased greatly for the upcoming year. Melissa explains that cost was due to the dog issue they had to deal with and that this should have been listed under animal control, but because they did not have an expense account for it at the time, it was listed there. Melissa clarifies that the only thing that should be under animal supplies are the dog license tags they order. Ellen asks about the large difference between what was budgeted and the actual expenses for both Land Records Supply and Restoration of Records. Melissa explains that she has reserves she pulls from, that each page that is sent in to record is \$4 per page which goes Preservation of Land Records. Melissa says that she budgets on the low end since she has that reserve, she can pull from. Jeff asks if \$4,000 will be enough for Elections, given they have 3 elections in the year 2024. Melissa explains that the budget amount will go towards paying the election officials, that the state will provide the ballots for the elections and the only election expense beyond that will be for the local election and that \$4,000 will be enough to cover that.

**Jeff Parizo makes a motion to accept the Town Clerk budget as written. Jen Morway seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.**

**Town General Fund:** Jen notes that they need to make sure to have the 20% match for the Local Hazard Mitigation Plan Grant. Jen does the math to find that 20% totals to about \$2,000. Jeff lists the amounts he put in the budget under General Revenues: Pilot Program- \$40,000, Current Tax Interest- \$6,000, State of Vt Current Use- \$45,000, State of VT State Owned Land- \$11,600, Fish Hatchery- \$31,173, Reappraisal- \$11,250, Solar Credits- \$10,250. Jeff lists the amounts under Town Revenues: Interest on delinquent taxes- \$9,000, Penalty on delinquent taxes- \$18,500, State of VT Local Fines- \$2,500, totaling \$30,000. Jeff says the Annex Revenue from the first floor rent is \$500 a month totaling to \$6,000. Jeff lists the amounts under Other Revenues: Interest/Dividends- \$1,000. Jeff says he was unsure of what to list, Melissa says that they do not know the interest rate yet, so they will have to estimate and it's better to overestimate than underestimate. Jeff lists the amounts under General Town Expenses: Town Report Preparers- \$500. Jen asks why \$500 is budgeted is the actual last year was \$1,000. Melissa says they were billing the school for half, but because of the MOU they put in place this year they will no longer be billing them for half. Jeff says he will change it to \$1,000. Custodial Services- \$6,000, IT Administrator- \$34,000, Constable- \$1,000, Animal Control Officer- \$3,500, Health Officer- \$1,565, Lawn Care- \$8,880, Selectboard- \$8,000, Selectboard Administrator- \$26,000, Delinquent Tax Penalty- \$20,000, FICA- Jeff says he was not sure what to put in for that, Melissa says they will figure out the FICA based on 7.65% and fill that in. Jen asks about the delinquent Tax Penalty, asking if the revenue from the Delinquent Tax Penalty revenue goes right towards the Delinquent Tax expense. Melissa says yes, it should be the same amount. Jeff says he will correct the Delinquent Tax Penalty Expense to \$18,500. Interest Expense- \$500,

Audit- \$27,000, Computer- \$10,000 Jeff notes that they might want to change the title of this line item, Jen clarifies with Melissa that this line item is for technology fees such as the Zoom subscription and computer programs and the plan was to have anything left over go towards replacing computers. Jeff asks Melissa how much the Zoom subscription is, Melissa says \$70 a month, Jeff clarifies with Melissa that it is used by the Selectboard, DRB, and Planning Commission. Jen says that she looked over what was paid for out of that budget with Melissa and recalls NEMRIC fees, annual support for NEMRIC, and Zoom and that there was not anything left over to go towards computer hardware. Jeff asks Melissa how much the NEMRIC fees and support fees come to, Melissa says each program is about \$500-600 a piece per department that uses them. Jeff adds the \$840/yr Zoom fee and the NEMRIC and support fees for each department and comes to about \$3,800, leaving about \$6,000 left over for possibly putting towards computer hardware. Jen says she does not remember there being an amount left over after she did the math. Jeff says that the Zoom subscription might be better listed under Dues. Jeff goes back to listing amounts for General Town Expenses: Law Enforcement (as earlier discussed)- \$182,280, Electric for Town Clerk/Zoning/Listers- \$2,900, Water for Town Clerk/Zoning /Listers- \$800, Fuel for Town Clerk/Zoning- \$3,000, Legal Fees Municipal- \$15,000, Legal Fees Delinquent Tax Collector- \$2,000, Office Supplies- \$3,000, Postage- \$4,000, Public Notices- \$1,000, Town Report- \$1,500, Professional Education- \$500 Jeff asks if this should be higher, Melissa says that would be education just for the Selectboard. Telephone- \$3,000, Copiers- \$4,000, Annex Upkeep/Maintenance/Utilities- \$4,000, Repairs/Maintenance- \$15,000, Milage- \$100, Fish Hatchery Highway- \$28,944, Fish Hatchery Fire Department- \$2,229, Fireworks Display- \$500 Jeff asks if this was raised to \$1,000, Melissa is unsure. Jeff raises Fireworks display to \$1,000, Fire Station Bond Principal- \$132,593, Fire Station Operation/Maintenance Expense- \$10,500. Jeff lists the amounts under Historical Buildings Operation: Electric- \$700, Payroll Wages & FICA- \$6,000, Security/Telephone- \$800, Water- \$600, Insurance- \$350, Buildings/Grounds Repairs/Maintenance- \$1,000, totaling to \$9,450 for Historical Buildings Operation. Jeff lists the amounts under Appropriations: Reappraisal Reserve- \$10,000, Grand Isle Cemetery- \$27,400, Grand Isle Library- \$72,033, Grand Isle Rec Committee- \$20,900, Town Highway-Maintenance- \$575,700, Town Highway-Blacktop- \$60,000. Jeff lists the amounts under Articles: Emerald Ash Borer Tree Removal- \$10,000, Grand Isle Volunteer Fire Department- Capital Equipment Reserve- \$75,000, Capital Equipment Reserve- \$50,000.

**Jeff Parizo makes a motion to accept the Town General Fund as written, with corrections.** Jen Morway asks if that is with the corrections and with the information that they still need to fill in. Jeff Parizo says yes, they will calculate the FICA and tax revenues and the other fields that need to be calculated. Jen Morway says the Local Hazard Mitigation (LHMP) grant match is about \$2,000 and that they need to keep track of the other grant matches. Jeff Parizo says they will put \$2,000 for the LHMP grant match under miscellaneous expenses under General Town Expenses. Jeff Parizo notes that for the generator, the highway department will take care of that grant match. Josie Leavitt asks Jeff Parizo to repeat the motion. **Jeff Parizo makes a motion to accept the Town General Fund as written, with corrections.** Josie Leavitt asks how they can approve with the unknown line items such as FICA. Josie Leavitt asks if he can add that to the motion. The selectboard decides to wait until the calculations are made to fill the empty fields before approving. **Jeff Parizo rescinds his motion.** They decide that Angie Low will work with Melissa Boutin to fill those fields and have it ready for the January 8, 2024 selectboard meeting.

**Email to Regional Planning:** Jen explains that Greta from Northwest Regional has asked the selectboard for confirmation that the item that will be on the January 8<sup>th</sup> agenda regarding amending the town plan

is not a new town plan. Jen says she is looking for approval from the selectboard to reply to Greta to confirm this with her.

**Jeff Parizo makes a motion to give Jen Morway authority to write an email to Northwest Regional Plan to describe what Jen Morway just explained. Josie Leavitt seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.**

**Planning Commission Nomination- Sara Griswold:** Jeff reads the following letter:

*To: The Grand Isle Select Board, Cc: Planning and Zoning Commission*

*I would like to inform you that I, Sara Griswold, am interested in becoming a planning commissioner for our town.*

*I live at 9 East Shore N in Grand Isle and am currently employed by the United States Postal Service as a rural mail carrier in South Hero. I graduated from the University of Vermont in 2015 and moved up to the islands the following year. I am proud to be a resident of this county.*

*I want to become more aware of what is happening in our town and be a part of the committee that discusses future changes and improvements to the infrastructure of this town. I want to feel more a part of our community in more than just living and working here and I feel like joining the Planning and Zoning Committee will assist me with just that.*

*Thank you for taking the time to read my letter of intent.*

*Sincerely,*

*Sara L. Griswold*

**Jeff Parizo makes a motion to accept the Planning Commission's nomination of Sara Griswold for the Planning Commission. Ellen Howrigan seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes, Jen Morway abstains.**

**Lenny's Boots:** Jen explains that she saw a charge on the credit card from Lenny's for \$50 per person for boots. Jen wants to know if those charges were approved by someone. Jeff says that in his over 7 years on the selectboard that he has never seen a charge for boots before. Jeff explains to Josie that there is a charge for \$300 for boots from Lenny's. Melissa explains that there were two pairs of work boots from Brad Sheridan. The selectboard discusses whether the town has ever supplied work boots before, no one can recall that being agreed upon or running into that before. Josie says that if this is something the town is to supply, it should be made clear in the employee handbook. Melissa says that if the town is to have CDL licensed drivers, the town should be equipping them with proper steel-toed boots. Jen says her concern is not whether the town should or should not supply the boots but that there was no approval to use the credit card for these charges, that charges like this should be requested beforehand, approved by the selectboard, and stated on the public record. The selectboard agrees. Melissa says that boots and uniforms are budgeted for under miscellaneous. Jen says that if an employer is to supply boots to an employee, it would be made clear in documentation and state what boots they would supply them with or let them know what their budget is for boots. Josie asks if this would be a Standard Operating Procedure (SOP). Jeff says he thinks so, that it would be better defined within an SOP than in

an Employee Personnel Policy. Jen says she feels it would be something for the Employee Personnel Policy. Jeff says he will see about putting it in the Employee handbook.

#### Old Business:

**Rescue Budget & Dispatch:** David Leake (David) explains that they are trying to level fund. David says Rescue received an unexpected \$150,000 donation. David explains that their costs continue to rise, that new ambulances are very expensive and continue to climb in price. David explains that Rescue is working towards having enough revenue to save for a new ambulance. David says they have a fund for new vehicles which they invest in CDs. David says they are self-funded. David says they need new members to join, that their current members are beginning to age-out, to spread the word that rescue and Fire need new members. David goes over their past budgets and what their budget is now. David goes over the mandatory equipment they upgraded. David gives the example of the new ZOLL defibrillator they needed to purchase this year in order and that within three years it will be obsolete and they will need to purchase a new one, that they are expensive and they need to plan ahead for equipment purchases. David says they need to keep wages in mind, that if they are to hire new people they need to be able to pay them. David thanks the Selectboard for the Opioid settlement money, that they are investigating the best way to use that money, that and have been researching a temperature-controlled NARCAN box. David says, with the town plan in mind, rescue would request that hard-wired AEDs be put on the outside of new buildings.

***Jeff Parizo makes a motion to approve the Grand Isle Rescue for level-funding of \$73,000 to be put on the ballot. Josie Leavitt seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.***

Jeff talks about Dispatching services, that their costs have gone up.

***Jeff Parizo makes a motion to approve the \$4,500 change to \$16,000 for Shelburne Dispatch. Josie Leavitt seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.***

**Credit Card Policy:** Ellen Howrigan (Ellen) explains that she is still waiting to hear back from the town attorney for his review of the policy. Ellen says that the Recreation Committee uses the credit card the most due to needing to purchase equipment and uniforms in the spring. Ellen says that Roth Perry has suggested a \$2,500 per purchase limit and a \$5,000 credit card limit. Ellen notes that the Recreation Committee does a great job keeping their books and saving their receipts. Ellen says that she spoke with the library, that Colleen Bushway said \$800 per month on their card has worked well. Ellen says that Brad Sheridan has very few charges, only about 3 charges for the year, and suggests that they do a \$500 limit on that card. Ellen says Joe Longo had a credit card, Melissa explains that was for the Transfer Station forklift costs, Ron Bushway (Ron) says Joe Longo also would use it to buy necessary cleaning products for the Transfer Station. Jeff and Ron discuss whether Don Hughes (Don) at the Transfer Station would need a card, Ron says Don could ask him or Brad Sheridan to purchase things for the Transfer Station. Ellen says Melissa Boutin has a card, that there are not many purchases on that card, that most are small charges and the only larger charge was for \$99 for the Square Point-of-sale system. Ellen asks Melissa what she would like for a limit on her card, Melissa says \$1,000 due to up-coming fees for Lister's education. Jeff lists the authorized users per department: Chair of the Recreation Committee, the Library Director, Highway Foreman, Town Clerk. Ellen says the policy will need to be signed by each

of the authorized users and by the selectboard members. Jen notes that they should add to the Credit Card Policy that all charges must comply with the Grand Isle Purchasing & Procurement Policy, Ellen says she will add that. The selectboard discusses approving this policy, with the added verbiage regarding the compliance with the Purchasing & Procurement Policy, that they can approve this now and have all authorized users and Selectboard members sign it at the January 8<sup>th</sup> Selectboard meeting.

***Jeff Parizo makes a motion to approve the Town of Grand Isle Credit Card Policy, with changes. Jen Morway seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.***

**Internal Controls for the Town of Grand Isle:** Jen says they are going to have to table this item, that she sent it to the auditor for review and is waiting for a response. Item tabled to the January 8<sup>th</sup> meeting.

**Procurement & Risk Assessment:** Jeff goes over the purchasing & procurement policy. Jeff asks Ron about the Commercial General Liability Insurance, that is says \$2,000,000 per occurrence and \$4,000,000 aggregate. Jeff says he thought it was \$1,000,000, Ron says she also thought it was for \$1,000,000. The selectboard discusses the edits to make to the purchasing & procurement policy. Jeff goes over items they need to decide on. Jeff says they need to decide on whether to keep #4 under General Information: *Whenever possible, qualified small, minority and women-owned businesses should be included in the solicitation lists for bids, proposals or non-bid purchases.* The selectboard agrees that they should keep that in there. Jeff says they need to make a list of authorized people to make purchases, noting they just listed the authorized credit card users and now need to expand on that list for other types of transactions. Jeff lists: Road foreman, Road Commissioner, Building Facilities Manager, Town Clerk, Recreation Committee Chair, Library Director, Selectboard Chair, Cemetery Commissioners and Listers. Jeff discusses how the Cemetery Commission operates and asks Lucille Campbell if there are state statutes they fall under that gives purchasing power to them directly, Lucille says she can look into that, Jeff says he will see what he can find. Jeff notes that this is a living document and can modified as they see fit. Jeff goes on to Incidental Purchasing under Purchasing Authority: *Purchasing Agents may make purchases of up to \$XXXXX ("Incidental Purchases") without prior approval, provided those purchases are limited to the amount of the budget authorized by the Town.* Jeff asks what that amount should be. The selectboard discusses what is defined as an incidental purchase. Jeff reads the Minor Purchases item: *Minor Purchases. Purchasing Agents may make purchases with a value between \$XXXX and \$XXXX ("Minor Purchases") only with prior approval of the Selectboard. Competitive quotes from at least two (2) vendors should be obtained, whenever possible. Written, oral, phone or catalog quotes are acceptable provided they are documented.* The selectboard decides on \$2,000 for incidental purchases, \$2,000-\$5,000 for minor purchases, and \$5,000 and up for major purchases. Jeff moves to page 6 and says he needs to find out about insurance. Lucille Campbell says she just looked up the statutes regarding the cemetery and she was not able to find anything related to the procurement policy but that she thinks that since the cemetery has control of the "care and management" of the cemetery, that they would be responsible for their own purchasing transactions, Jeff says he thinks that is the case as well. Jeff goes onto Written agreement under Contracts for Labor Services/Professional Services: *The procurement of labor services/professional services with a value of \$XXXXX or more per project shall require a written agreement between the Town, and the service provider. Any agreement requires approval from the Selectboard. Copies of agreements shall be furnished to the Selectboard and the Treasurer.* Jeff gives examples of when they would utilize this, for things like lawn care, IT, Local Hazard Mitigation. The selectboard decides on \$4,000 or more for this. Jeff says he will find out about the

Commercial General Liability insurance. Jeff moves on to Exception under Legal Services: *Notwithstanding the other provisions of this Section X, it shall be permitted for (list positions) to contact the Town Attorney in the judicious exercise of the responsibilities of the position for which they hold* Jeff explains that they need to list the positions that are permitted to contact the town attorney. The selectboard decides on Selectboard chair and vice chair, health officer, animal control, BCA chair, Town Clerk, Town Treasurer, DRB chair, Zoning administrator, and Planning Commission chair as positions that will be authorized to contact the town attorney.

**Jeff Parizo makes a motion to approve the Town of Grand Isle Vermont Purchasing Policy with corrections.** Jen notes that they still have to fill in the insurance field. **Jeff Parizo rescinds the motion.** The Selectboard decides to wait until the next meeting once they have the insurance information.

Jen discusses the Procurement Policy. Jen says for the grant guidance section she needs to know who the selectboard would like to designate to be in charge of all grants. Jen says she feels the Town Treasurer would be the contact for the money and the selectboard would be in charge of the administrative part of it. The selectboard agrees. Jen says she will fill in that information and get the updated draft to the selectboard for review for the next meeting.

**Generator:** Jeff says that he would like to add this to the ballot: *Shall the legal voters of the town approve the amount not to exceed \$35,000 to be raised by taxes, subject to reduction from available state and general grants in aid and other funding sources, for the costs of a generator for the town garage located at 80 Allen Road?* The selectboard agrees and will put it on the January 8<sup>th</sup> agenda.

**January Meeting:** The selectboard decides to meet on Monday January 8<sup>th</sup> and Monday January 29<sup>th</sup> instead of January 22<sup>nd</sup>.

**Jeff Parizo makes a motion to change the selectboard meeting date of Monday January 22<sup>nd</sup> to Monday January 29<sup>th</sup>.** Jen Morway seconds. **No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.**

#### Administrative Check-In:

**S&P Letter/Selectboard Rate Agreements:** Jen explains that she made a binder to organize Selectboard rate agreements and contracts. Jen gives Angie the binder. Jen says that for the Sullivan & Powers letter, they are waiting on the auditor about general journal entries, the fraud risk assessment is a meeting that needs to be scheduled. Jeff asks if that can be scheduled for February, Jen says yes she will work with Angie to get that meeting scheduled. Jen says for the Banking & Investment Policy they need an internal control, that they have to be done together. Jen discusses a manual for the Town Clerk and treasure with Melissa and asks if she can have that ready for the January 8<sup>th</sup> meeting.

**Jeff Parizo:** Find out the insurance information for the purchasing policy, follow up with town attorney about the appropriation question whether if something is voted on once does it need to be voted on each year, look into comp time, look into employee procedures for shoes/uniforms, accounting policy

**Josie Leavitt:** Contact Rural Solutions & SNS

**Ellen Howrigan:**

**Jen Morway:** Email Greta, Procurement Guidance, email internal controls from the auditor

**Couper Shaw:**

**Angie Low:** Will find the tax info and FICA info from Melissa Boutin and populate the Town General Budget spreadsheet for the next meeting, scan the selectboard rate agreements into the google drive.

**Review and Sign Warrants:** *Jen Morway makes a motion to approve the warrants and allow the selectboard chair to sign them. Ellen Howrigan seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.*

**Adjournment:** *Ellen Howrigan makes a motion to adjourn the meeting at 8:40pm. Jen Morway seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.*

DRAFT