

**Grand Isle Select Board**  
**Grand Isle Town Office 9 Hyde Rd, Grand Isle VT**  
**Minutes of the Meeting for Monday March 4, 2024**

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

**Board Members Present:** Josie Leavitt, Jeff Parizo, Jen Morway

**Board Members via Zoom:**

**Community Members Present:** Denise Abbott-Douglass, Emily Clark, Carol Eagan, Glenda Leake, David Leake, Colleen Bushway, Ron Bushway, Jean Prouty, Melissa Boutin

**Community Members via Zoom:** Carrie San Angelo, Esther Blow, Lucille Campbell, Joe Longo

**Add to Agenda:** Jeff Parizo tables Employee Personnel Policy to April 18th, Josie Leavitt tables Standard Operating Procedures until March 7th

**Public Comment:**

**Review and Approve Minutes:** *Josie Leavitt makes a motion to approve the minutes of the February 3, 2024 emergency meeting. Jeff Parizo seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.*

**Guests:**

**Carrie San Angelo- Grant Writing Discussion:** Carrie San Angelo (Carrie) introduces herself and gives an overview of her involvement with the Planning Commission. Carrie explains that she is currently working on the library grant and is looking forward to assist with other grants for the town. The Selectboard discusses how they can involve Carrie in more grants for the town. Josie Leavitt (Josie) proposes that Carrie could investigate grant opportunities on a monthly basis and update the Selectboard on possible grants the town could apply for, that they would then have Carrie attend a Selectboard meeting to discuss potential grant opportunities she has discovered to talk about the next steps. The Selectboard agrees that is a good idea. Josie asks about pay structure, if they should be paying her with grant funds. Carrie explains that grant funds should not be used to pay a grant writer, that the grant money should go fully towards the project. Carrie explains that grant writers are usually paid hourly. The selectboard discusses a payment process for Carrie. Jen Morway explains that many of the projects they would be investigating grants for have already been budgeted for, that if they were to be awarded a grant for a project that they budgeted for they can use some of that budgeted money in the general budget to pay for the grant writing involved to apply for that grant.

**Carol Eagan- Annex:** Carol Eagan (Carol) gives a brief update on Turn to Joy Daycare. Carol explains that one thing that they recently evaluated their business with STARs, which is a quality ratings scale, and that one item that came up was that they do not have a private meeting space. Carol explains that she is asking the selectboard if they could use an upstairs room in the Annex to use as a private meeting space, to be used only by the teachers. Josie notes that because they would be renting more space, there should be a nominal amount added to the rent. The selectboard agrees. Carol and the selectboard

discuss heating that room on the second floor, with the idea that they would use an electric space heater for that one room rather than heat the entire floor. ***Jen Morway makes a motion to add the upstairs office space to Carol's lease and that Carol will be responsible for heating that space. Jeff Parizo seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.***

**Highway Department Update:** Ron Bushway (Ron) says that they have been clearly brush along with Island Tree Service on East Shore North. Ron says that they spent a lot of time repairing the salter on the 2015 truck. Ron says that about 50% of customers at the Transfer Station are now using cards. Ron explains that the Don Hughes at Transfer Station may need a credit card in order to purchase wipes and bottled water, which currently is being purchased out-of-pocket by him. The selectboard agrees that they should have a credit card, that the limit would be set to \$500.

***Jen Morway makes a motion to give Don Hughes a credit card for the Transfer Station with a limit of \$500 and have Ellen Howrigan complete the paperwork for that. Josie Leavitt seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.***

**Buildings Facilities Manager Update:** Ron gives an update on the progress with the repairs at the Transfer Station.

**IT Update:** Jen Morway says they are waiting on NEMRC to move forward with setting up NEMRC Online, that the person that will be helping that has been on vacation.

#### **New Business:**

**Transfer Station CD:** Melissa Boutin (Melissa) explains that smaller of the two Transfer Station CDs with M&T Bank is for about \$11,500. Melissa explains that they can reinvest that with M&T for 4.4% for 12 months or for 4.5% for 18 months, or move it to North Country for 24 months at 5.3% or 5.2% for 9 months. ***Jeff Parizo makes a motion to move the CD of roughly \$11,500 to North Country for the 9 months CD at the rate of 5.2%. Josie Leavitt seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.***

**Letter of Support for New Library project- Planning Commission for grant application:** Emily Clark (Emily) explains that the deadline is next week. Emily gives an overview of the process of applying that grant and what the Planning Commission has done so far. Emily explains that they would like a letter of support from the selectboard as a final step in the application process. Jeff Parizo asks if she would draft that letter, Emily says yes. The selectboard discusses reading it and signing it at the special meeting, that is on March 7<sup>th</sup>.

#### **Old Business:**

**Selectboard Standard Operating Procedures Discussion:** Tabled to March 7<sup>th</sup> meeting

**Employee Personnel Policy:** Tabled until the second meeting in April.

**Public Records Request:** Jeff Parizo (Jeff) explains that they need to decide on who the custodian would be, that this should be included in the Standard Operating Procedures that the Selectboard chair be the one to approve the public records requests. The selectboard decides to review the documents and discuss again at the next meeting.

**SAM.gov Update:** Angie Low updates the selectboard, explaining that she will be meeting with Melissa Boutin and Adam White on Friday March 8<sup>th</sup> to go over the process of renewing the SAM.gov paperwork.

**Administrative Check-In:**

**Jeff:** Speak to the Town Attorney re: Turn to Joy lease to include the upstairs room

**Jen:** Eclipse Letter, speak to Ellen Howrigan about the credit card for Don at the Transfer Station, work with Angie on the Public Records Request documents

**Review and Sign Warrants:** *Josie Leavitt makes a motion that the Chair reviews and signs the warrants. Jen Morway seconds. No further Discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.*

**Adjournment:** *Josie Leavitt makes a motion to adjourn at 6:46pm. Jen Morway seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.*

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