

Grand Isle Select Board
Grand Isle Town Office 9 Hyde Rd, Grand Isle VT
Minutes of the Meeting for Monday March 18, 2024

CALL TO ORDER: Selectboard Chair, Jeff Parizo, calls the meeting to order at 6:01pm

Board Members Present: Jeff Parizo, Ellen Howrigan, Ron Bushway, Jen Morway

Board Members via Zoom: Josie Leavitt

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

Community Members via Zoom: Sue Lawrence, Esther Blow, Stephen Benjamin, Lucille Campbell, Joe Longo, Mike Donoghue, Carrie San Angelo, KC Fantoni

Add to Agenda: Ron Bushway adds Highway Financial Plan as well as Bridge & Road Standards Document under Highway Update. Jen Morway adds Vacation question under New Business and adds General Ledger under Administrative Check-in. Colleen Bushway adds Forced Fire Warden update under New Business.

Public Comment:

Review and Approve Minutes:

March 4, 2024: Jen Morway makes a motion to approve the minutes of March 4, 2024. Josie Leavitt seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes. Ron Bushway recuses himself as he was not on the selectboard yet. Ellen Howrigan abstains due to not being at that meeting.

March 7, 2024 with corrections: Josie Leavitt makes a motion to approve the March 7, 2024 minutes with corrections. Ron Bushway seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.

Guests:

Kylee Emerson & Steven Benjamin, Secured Network Services: Jen Morway introduces Kylee Emerson (Kylee) and Stephen Benjamin (Stephen) of SNS and explains that they will be answering questions and making recommendations. Stephen explains that a document was sent to the Selectboard regarding the migration to Microsoft GCC licenses for the Town and that he is happy to answer any questions on that. Stephen says that once they go over the document and answer questions, they can send a proposal for that work. Jen Morway (Jen) asks about the difference between Microsoft 365 and Office 365, asking if the main difference is that Office 365 is on the Cloud and Microsoft 365 is installed on desktops. Stephen explains that both services offer the applications of Office 365, Microsoft 365 has more applications and other features. Stephen explains that Microsoft has different levels for their services, that a G1 Office 365 license would be for the users that only need email. Stephen goes on to explain that users who need access to all the applications in the Office Suite as well as the other Microsoft

applications and features would need a G3 Microsoft 365 license. Jen notes that the document states that for Office 365, it says that it would provide access to the email application as well as web-versions of Outlook, Word, and Excel and asks Stephen if users using that would be able to save documents using the web-versions of those applications to their computers. Stephen says those users would be able to open documents, giving the example that if they were sent a Word document, they would be able to click on the word document and it would open, the difference being that it would open in a web-interface version of that application rather than through an application that has been installed on your computer. Stephen says that they would still be able to open and save, it would just be through the web-interface. Jen explains that they currently use Google Drive for shared folders and asks what the Microsoft version of that would be and whether they would need Office 365 or Microsoft 365 for that. Stephen explains that through both Office 365 and Microsoft 365, there would be access to sharing drive through SharePoint/One Drive, noting that the applications are named differently but provide the same functionality. Stephen explains that users would be able to open and use documents such as Word, Excel, PDFs within SharePoint, noting that users with Office 365 licensing would only be able to do so through a web-interface while those with licensing for the full Microsoft 365 would be able to do so through the applications installed on their computers. Ellen Howrigan (Ellen) asks if it would be possible to upgrade users from Office 365 to Microsoft 365 if they should find they need full access after the fact, that if it is possible, would there be a pro-rated fee for that upgrade. Stephen says that is correct, that if a user should find that they need to upgrade to Microsoft 365 before their Office 365 license is up for renewal, that they can upgrade and the license fee would be pro-rated according to the months left within the year of that license. Stephen further explains that the licensing is at an annual rate, nothing that by paying annually Microsoft gives a discount, and that because it's an annual rate that if a user should find they need to downgrade from Microsoft 365 to Office 365 license they would need to wait until the license is up for renewal after that year is complete. Stephen explains that a user can be upgraded (from Office 365 to Microsoft 365) at a pro-rated rate but cannot be downgraded (Microsoft 365 to Office 365) at a pro-rated rate. Stephen notes that a license can be moved from one user to another, giving the example that if someone were to leave their job, their license can go to the new person filling their position. Jen asks about the set-up cost, asking if the set-up cost would increase if they were to add more users. Stephen says that the set-up cost is not calculated per user, explaining that the set-up cost would be the same amount for 9 users than it would be for 30 users, that the difference in the cost to the town would be for the licensing of those additional users. Kylee Emerson points out that the labor rate for that set-up fee is at the discounted rate that they discussed. Jen asks for some clarity on the MFA tokens regarding the two-step authentication process. Stephen explains that the MultiFactor Authentication normally uses an application that is used on a mobile device such as a cellphone but that many users do not like using their cellphone for work and that Microsoft's solution to that is by providing a piece of hardware, a hardware token, that generates a 6-digit number. Stephen explains that the 6-digit number that the hardware token provides regenerates every few minutes, that the cellphone application provide the same service, that this gives users an option of how they would like to receive that 6-digit number that they would then use to authenticate as that second step in signing-in. Jen asks if it would require one hardware token per user who chooses the token rather than using the app, Stephen says yes. Jen says that the quote says \$408.72, asking how many tokens/users that is based on. Kylee explains that the tokens usually come in packs of 5, 10, 15, 25, or 50. Kylee explains that she quoted a pack of 10 users/tokens for \$408.72 based on the number of users Jen had noted. Jen says they will find out how many users would like to use the token. Emily Clark notes that the

hardware token is like a key FOB, that it's usually a small device that you can attach to your bag like a keychain and that the digits on it will refresh every few minutes. Ellen asks about the pricing for Microsoft 365, noting that on an earlier quote the pricing was significantly higher and would like to know what changed for that price to be so much lower now. Kylee explains that the quote was revised once she took over the account and she went through the town's current needs with Jen. Jen asks if they need Drop Suite for every user. Stephen explains that there are compliance standards for the town due to public records, so that every user would need Drop Suite to meet the compliance standards due to the regulations for the town. Jen asks if the set-up fee will remain the same if they were to move forward with 9 users now and add 20 users on July 1st. Stephen explains that the set-up fee covers the labor involved with the data migration. Stephen says that if the town was able to let him know what the total number of users will be and who will need data migration, the set-up fee can cover all of the users and the data migration no matter when they get moved over. Kylee says that she can split the quote once she knows how many users will be immediate and how many users will go come July 1st and make sure the set-up fee covers all of them. Jen asks about the set-up fee for the two main computers for the Listers, explaining that they asked for a quote for 5 new computers but need the two main computers first, asking if the set-up fee per computer is about \$400. Kylee explains that the set-up fee amount depends on the amount of labor involved, explaining some users have an extensive amount of data/applications that are involved, that most times the set-up fees are between \$150-\$300 per computer. Kylee says that the set-up fee for those computers includes the set-up fee as well as the travel time involved to deploy the new computers. Kylee further explains that if they start with 2 computers now and deploy 3 later in the year, the set-up fee in the quote will cover all 5 computers. Jen asks if they have to pay the full price for all 5 computers now. Kylee says they can choose to do that or she can split the quote in two so that they can pay for the 2 main computers now and in July have a second quote for the remaining 3 computers, noting that the set-up fee for all 5 will remain the same. Sue Lawrence asks if, since the Listers will be able to work from the Cloud, do they need desktops or should they go with laptops. Kylee explains that the requested quote was for desktops, going by replacing what the Listers have now. Kylee explains that the set-up fee is the same for a desktop and a laptop, that the figure that will change on a new quote will be the price for a laptop vs a desktop, that once the Listers and Jen figure out which would be better she can quote that hardware price. Jen asks to speak on an email that was sent earlier. Kylee explains that it was for infrastructure, explaining that it was to give you an overview. Kylee notes that the only price she doesn't have on there yet is for the Dell warranty for the host, explaining that it is not up for renewal yet and the pricing on that changes. Kylee explains that quotes on warranties like that, because the pricing through Dell changes frequently, are only good for 30 days, and that once it gets closer to the renewal date she will be able to more accurately quote that price. Jen asks about the HP line item for about \$700. Stephen explains part of that is for estimated labor for adding active directory services and file services that will make the server more robust. Stephen explains that additional RAM is needed on that server in order to make it more robust and that is included in that as well. Jen asks Kylee about a shipping fee and the Cisco License fee. Kylee says that she is having Finance remove the shipping fee. Kylee explains that the Cisco Switch License fee issue was due to Cisco changing their processes and not making their vendors aware of the change. Kylee says that the license fee used to be included in the purchase price of Cisco switches, that Cisco made the licenses a separate line item without letting her know of the change. Kylee explains that once the error was discovered, she educated herself on the new process and worked with the SNS procurement team to ensure that mistake is never repeated. Kylee explains what the Cisco

licenses/warranties include, such next-day replacements and access to Cisco's 24/7 technical assistance team. Kylee explains that shipping is difficult to estimate due to how they procure their shipments, that shipments arrive in bulk orders along with other customers orders and that they are broken down once they arrive, that the bulk shipping will change each time depending on what is in each shipment. Kylee says that she is researching the shipping rates per device so that she will be able to better estimate what the shipping costs to the Town will be, that she will be able to roughly estimate so that the Selectboard can vote to approve before the order is put in/received, making sure that the estimate will never be under what the actual shipping fee would be, that if anything the actual shipping fee would be less than the estimate and asks if it will be ok with the Selectboard if the shipping fee ends up being less than estimated amount. The Selectboard says yes. The selectboard discusses whether the Listers should have laptops or desktops. The Selectboard discusses the budget for IT/Computers. Jen goes over the SNS quote for the Lister's computers, noting that they have to decide whether to go with annual billing, which has a cost savings, or continue monthly billing in order to safely fall within the FY23 budget. Melissa Boutin explains how a pre-paid expense would work if they decided to go with annual payments, that she can take the annual amount that is approved and break it down per month within the General Fund.

Jen Morway makes a motion to approve two new Dell computers through SNS for the Listers in the amount up to \$3,000. Jeff Parizo seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.

The Selectboard discusses which licenses they should start with. Jen says that if they start with the 9 current .org users, it will total just under \$3,000 for the year, not including the set-up fee. Jen says that if they go forward with Office 365 licenses for the Selectboard members and a Microsoft 365 license for the Selectboard Scribe, it will total about \$1,080. Lucille Campbell notes that she only needs email and Word on her laptop for Cemetery. Sue Lawrence notes that she needs email, Word, and Excel. The selectboard decides to go forward with pre-paying in the fashion Melissa Boutin explained for the set-up fee. Lucille Campbell asks when the rest of the members of various commissions and boards will get a .gov email address. Jen explains that they will need to address that in June and plan for them in the next fiscal year budget.

Jen Morway makes a motion to approve to move 8 of the current Microsoft licenses to Office 365 licenses, Melissa Boutin's license to a Microsoft 365 license and purchasing 5 Office 365 licenses for the Selectboard members and purchasing 1 Microsoft 365 license for the Selectboard Clerk, plus the DropSuite, BitDefender, and the set-up keys, all to not exceed \$13,000. Jeff Parizo seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.

Jen Morway goes over SNS Invoice#35254, explaining that Kylee Emerson has removed the shipping fee of \$68.56. The Selectboard discusses the Cisco SmartNet license fee of \$204, noting that it was not included in the quote and that it seems as though it was an honest mistake that will not be repeated. Jen notes that this is a yearly license that they will have to pay every year, Jeff Parizo notes that Kylee Emerson said they will include the SmartNet Licensing fee as well as shipping fees as a separate lines item going forward.

Jeff Parizo makes a motion to pay SNS Invoice #35254 minus the \$68.56 for shipping. Josie Leavitt seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.

Highway Department Update:

Highway Financial Plan: Ron Bushway (Ron) says that the annual financial plan for the highway department is complete and needs approval from the Selectboard. Ron explains that this is needed for the Highway's grant through VTrans.

Jeff Parizo makes a motion to approve the annual financial plan for the Town's Highway Department 19 VSA 306j. Ellen Howrigan seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.

Bridge & Road Standards Document: Ron explains that the Road & Bridge Standards is an annual document that needs to be signed by the Selectboard. The Selectboard looks over the document. Jeff Parizo reads the document:

We, the Legislative Body of the Municipality of Grand Isle that we have reviewed, understand and comply with the Town Road and Bridge Standards / Public Works Specifications and Standards passed and adopted by the Selectboard / City Council / Village Board of Trustees on Aug 19, 2019. We further certify that our adopted standards do meet or exceed the minimum requirements included in the June 5, 2019 State-approved template. We further certify that we do have an up-to-date highway network inventory which identifies location, size, deficiencies/condition of roads, bridges, causeways, culverts and highway-related retaining walls on class 1, 2, and 3 town highways, and estimated cost of repair.

Jeff Parizo makes a motion to approve the Certification of Compliance for Town Road and Bridge Standards. Ellen Howrigan seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.

Ron gives an update on tree removal. Ron says that he has been sending Josie Leavitt pictures of the trees that are being taken down. Josie Leavitt says that she is thankful for the pictures, that they show the poor condition of the trees being taken down. Jen says that her concern with the trees is that the island is currently trying to address the excess water issue and that it seems that people have planted in the ditches and easements, making the issue worse. Jeff Parizo says some of that is natural growth, not someone planting. Ron says that often time people will plant close to a ditch or easement and it seeds out from there. Jen notes that West Shore Road has corners that have blind spots to traffic due to trees and bushes blocking the view around corners. Jeff notes that East Shore has more tight corners where that is also an issue.

Buildings Facilities Manager Update: Ron says they hit a new record last Saturday with 34 cards being used. The Selectboard discusses the square system and the reports it gives Melissa Boutin. The Selectboard discusses the Transfer Station stickers, whether they should continue charging for the stickers. Jen says that they could revisit this when the new Fiscal Year begins. Melissa Boutin says that they should collect more data before they decide to stop charging for the stickers, that they are seeing a difference in method of payment for the stickers but that do not have enough data to see if there is a difference in volume. Melissa Boutin says there are expenses that have been added to the transfer station, such as heat to keep the square system from being damaged and repairs from the accident that they should consider. Ron says that the Town Sign by the bridge has been taken down for repairs, that

Alan Landry is working on it, that the progress so far looks great. Ron notes that the posts are mostly rotted and they will be replacing the posts as well.

IT Update: (Discussed under SNS Guest)

New Business:

Vacation Question: Jen Morway asks Melissa Boutin about vacation time remaining, asking if as of now is the time remaining paid out on July 1st or on the anniversary date of hire. Melissa Boutin explains that because it was just implemented there has not been enough time to accrue and due to that paying it out on July 1st was a recommendation by NEMRC. Jen explains that they will define how the time will be accrued in the Employee Personnel Policy and they will discuss that more at the April 15th meeting.

Forced Fire Warden Update: Colleen Bushway (Colleen) says that Ron Bushway was presented with a Certification of Appreciation for 45 years of service as the Forced Fire Warden for the Town of Grand Isle. Colleen shows everyone the plaque Ron was awarded. The Selectboard asks if they can display it at the Town Office Ron says yes.

Old Business:

Accounting & Procedures Manual: Jen Morway checks in with Melissa Boutin (Melissa) regarding the accounting & Procedures Manual. Melissa says that she has added fixed assets, cash receipts, and bank reconciliations.

Rules & Procedures Document: Angie Low explains Josie Leavitt is add in the attendance piece to the Rules & Procedures, noting that Josie had to leave this meeting early and will add it to the April 1st agenda.

Tree Warden Appointment: Jeff Parizo notes that at the last meeting, the vote was not completed for the Tree Warden Appointment.

Jeff Parizo makes a motion to approve Bill Baron as the Tree Warden. Ellen Howrigan seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.

Public Records: Jeff Parizo explains that they added in that the Selectboard was to be defined as the custodian. The Selectboard looks over the document.

Jeff Parizo makes a motion to approve the Public Records Request Policy and Form with corrections. Jen Morway seconds. No further Discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes.

NEMRC Online: Jen Morway says that NEMRC Online will be set-up on Friday March 22nd.

Credit Card Approval for the Transfer Station: Ellen Howrigan says she added Don Hughes of the transfer Station to the Credit Card Policy Appendix.

Jeff Parizo makes a motion to approve the appendix of the Town of Grand Isle Credit Card Policy adding Don Hughs, Transfer Station, for \$500. Ron Bushway seconds. No further Discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes.

Annex Lease: Jeff Parizo explains that the lease came back from the town attorney and looked good and was sent to Carol's attorney, that they are waiting to hear back from him.

Dog Ordinance: Jeff Parizo (Jeff) explains that Trever Boutin had an issue with a dog that was on the run. Jeff explains that he had looked over the dog ordinance and thought there was an issue, but has since realized he was looking at an old version of the dog ordinance, that the dog ordinance has since been updated on the town website. Jeff says the issue Trever had run into was that the dog was brought to the kennel and racked up a \$700 bill that the owners cannot pay. Jeff explains that Trever has worked out a payment plan with the owners and have reunited the dog with its owner. Jeff notes that Trever handled this issue well and is doing a great job.

NSWD- Appointment: Jeff Parizo (Jeff) says that NSWD holds board meetings once a month and that members can attend via Zoom. Jeff says that they need to find a Grand Isle resident interested in filling this position, noting that it's a non-paid position. Jen Morway asks if they can post that on Front Porch Forum, Jeff says yes.

NRPC- Point Person: Jeff Parizo says that Ellen Howrigan has agreed to be the Selectboard point-person for NRPC, that he will notify Barclay Morris of that appointment.

Administrative Check-In:

General Ledger Discussion: Jen Morway (Jen) says that the general ledger reconciliation was not included with the warrants before the meeting but that Melissa Boutin (Melissa) has since given that the Selectboard. Jen says she has looked over the quarterly reports and asks Melissa what the best way to see where they are. Melissa says she could run a report that shows percentages for year-to-date, asking if that would help. Jen explains that she believes she needs to see it compared to the year before. Jen and Melissa discuss how that information could be compiled. Jen asks if Melissa feels like the numbers look good so far, Melissa says that nothing has jumped out to her so far. Jeff Parizo says he is concerned about some of the revenue shortfalls within the General Fund, citing that copy fees were estimated to be around \$3,950 and they are at \$1,948 currently and recording fees were estimated around \$30,000 and they are at \$12,550 currently as examples. Melissa explains that it is slower in the winter time, that it is not like it was in COVID when a lot of homes were selling quickly. Jen says that Melissa did reduce the estimated numbers, knowing that it would not be like it was in years prior. Glenda Leake asks why this is being discussed under Administrative Check-In. Jen Morway explains that this is normally something the Selectboard looks over before the meeting but it was not presented to them until the meeting began so they are discussing it in order to follow the Rules & Procedures outlined for the Selectboard, clarifying that normally they would have time to do this before a meeting but that this time they have to discuss it during the meeting and that it's administrative business that needs to be addressed. Jen explains that this is a new process for Melissa and the Selectboard and that they are working out the kinks in the new process. The Selectboard decides that they will add 'Financials' as an agenda item going forward.

Jeff: Contact Bill Baron regarding the Eclipse. Contact Carol Eagan for an update on the lease. Contact Barclay Morris regarding Ellen Howrigan as the point person. Contact Josie Leavitt regarding the attendance piece in the Rules & Procedures document.

Jen: Contact SNS to let them know what was approved.

Ron: Check with the employees of the Transfer Station to see if any of them would be interested in filling the NWSD board position.

Ellen: Send Melissa the amended Credit Card Policy appendix.

Review and Sign Warrants: *Ron Bushway makes a motion to approve and sign the warrants with corrections. Ellen Howrigan seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes.*

Adjournment: *Jen Morway makes a motion to adjourn at 8:19pm. Ron Bushway seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes.*

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