

Grand Isle Select Board
Grand Isle Town Office 9 Hyde Rd, Grand Isle VT
Minutes of the Meeting for Monday April 15, 2024

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

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

Board Members via Zoom:

Community Members Present: Colleen Bushway, Jean Prouty, Bill Baron, Emily Clark, Barclay Morris, Wendy Rosica

Community Members via Zoom: Esther Blow, Lucille Campbell, Joe Longo, Mike Donoghue, Sue Lawrence, KC Fantoni

Add to Agenda: Jen Morway adds 'Future Agenda Items' to New Business. Ellen Howrigan adds Northwest Communications Union District' to Old Business.

Public Comment:

Review and Approve Minutes: *Jen Morway makes a motion to approve the April 1, 2024 minutes with corrections. Ron Bushway seconds. No further discussion. Jeff Parizo calls the vote which passes. Josie Leavitt abstains.*

Guests:

Bill Baron- Ash Tree Abatement, Emergency Management Plan: Ash Tree Abatement: Jeff Parizo (Jeff) asks Bill Baron (Bill) flagging the trees they plan on removing. Jeff explains that this might help notify residents ahead of time. Bill explains that the trees that need to come down will not always show signs of infestation for a few years. Ron Bushway (Ron) explains that often times the worst damage is seen at the top of three first, that the base of the tree may show no signs of infestation while the top is dead and hollowed. Josie Leavitt (Josie) asks Ron if the tree services decides which trees should be removed, Ron says he and Brad Sheridan make that decision after an inspection, noting that he and Brad Sheridan keep pictures of the infested trees. Josie says she will put together information on the Ash trees to share with the community. Jen Morway expresses concern about treating the Ash trees in easements and ditches, noting that the highway department may need to remove trees for other reasons, giving the example that someone would be spending money to treat an Ash tree that is in an easement that then needs to be removed to dig a ditch due to storm water. **Emergency Management Plan:** Bill explains he needs the Selectboard's approval for the town's Emergency Management Plan. Jeff asks Bill if they need to renew the NIMS they approved in 2022 or if it was a one-time approval. Bill says that if it needs to be renewed, Shawn Coleman would notify him if that needs to be updated. Jen Morway notes that her phone number if incorrect on the document and would need to be corrected. ***Ellen Howrigan so moves, with corrections. Jose Leavitt seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.***

Barclay Morris- NWRPC: Barclay Morris (Barclay) hands out a flow chart of state projects to the selectboard. Barclay explains that the two projects that will affect us the most is that the Colchester Bridge project is going to overlap with the rebuild of Route 78. Jeff asks to clarify, that the exit 17 project is going to overlap with the redoing 78, Barclay says yes. The selectboard discusses these building plans with Barclay. The selectboard and Barclay discuss possible future projects. Barclay says that NWRPC have programs where towns can outsource different town department positions, giving the example of North Hero's zoning administrator, that they pay a small percentage of what they would pay to have a part-time zoning administrator through NWRPC. Barclay says he will keep in touch with Ellen Howrigan with any other updates.

Marilyn Mahusky- Stitzel, Page & Fletcher- Employee Personnel Policy: Tabled

Highway Department Update: Ron Bushway (Ron) says that they've been doing maintenance on the plows, had their 4th weekend at the Transfer Station accepting cards, and have been pulling stumps on Adams School Roads. Ron says there is forklift training for the employees of the Transfer Station tomorrow (Tuesday, April 16th). Ron says that Brad has been in contact with John Wilkens (VTrans supervisor) about that culvert, that it will take them more time than initially thought. Ellen Howrigan asks if this is on east Shore South, Ron says yes. Ron says that he met with PestPro last week about addressing mice in the Town Office. Ron says the new town sign was installed last week.

Buildings Facilities Manager Update: Ron says that there were three vendors involved with the Transfer Station repair- Alan Landry for the labor and Robinson hardware and Pulin for materials. Ron Gives the breakdown- Labor- \$3,348, Robinson- \$480.25, Poulin- \$2,359.16, Total- \$6,187.41 Josie asks how much they received for the repair, Jeff says \$11,000. Josie asks where the leftover will go, Jeff says they will put it into the Transfer Station's reserve account.

IT Update: Jen says that she is working on the website management RFP with Angie Low. Jen says that the new naming convention for town email addresses will be "first initial-dot-last name-@-grandislevt-dot-gov". Jen says that she was unable to login to the NEMRC view-only account. Jeff and Josie say they were unable to log into the view-only account. Jen says that she will contact Wendy at NEMRC. Lucille Campbell notes that her email address is lb.campbell due to there being someone else in town with the same first initial and last name as her.

New Business:

Grand Isle Fire Department- Controlled Burn Request: Jeff explains that the Fire Department has requested permission to perform a controlled burn for training and notes that Adam White had sent the selectboard the request. ***Ron Bushway makes a motion to burn the field. Jeff Parizo seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.*** Jeff says he will contact Adam White and notify him.

Open Meeting Law Training: Ellen Howrigan says that the Open Meeting Law training through VLCT will take place on Wednesday (April 17th) at 10am on Zoom. Jeff recommends all boards take the Open Meeting Law training. Jen asks if the selectboard could make this training a requirement, Jeff says that North Hero has a policy that requires the Open Meeting Law training. The selectboard will review North

Hero's policy on Open Meeting Law training. The selectboard discusses the possibility to hold an in-person training for all boards.

Future Agenda Items: Jen explains that there are items that were tabled or pushed back that she would like to review. Jen asks Angie Low (Angie) what she has on her list. Angie says for May 6th she has: Appointed vs. Elected, Allowance for Doubtful Accounts + Delinquent Taxes, Livestock Ordinance, Northwest Communications District Appointment; for May 20 she has Website Management RFP. The selectboard discusses inviting Marilyn Mahusky to either the May 6th or May 20th meeting.

Old Business:

Credit Card Auto Payments: Tabled

Rules & Procedures Amendment: Josie explains that she discovered that they cannot add an attendance requirement to the Rules & Procedures. The selectboard discusses adjusting the stipend after a certain number of unexcused absences.

Selectboard Standard Operating Procedures: Jeff says that Angie Low put together a draft of Standard Operating Procedures. The selectboard explains that they received them today and will need some time to look over them. Jeff notes that one thing to add is to define the custodian for public records as the town clerk. Jen says that they should add Roads & Bridge Standards, scheduling the Fraud Risk Assessment meeting yearly, the Grand Isle Internal Controls document needs to be updated and resigned yearly at the Organizational Meeting, and a yearly review of the Local Hazard Mitigation Plan. Jen would also like to add grant reports under blanket approval. Jeff would like to add that, in the case that Jeff is unavailable, the login information Angie Low has saved for things such as the GEARS grant and SAM.gov, that the selectboard has permission to use those resources to keep business flowing.

Northwest Communications District: Ellen Howrigan (Ellen) says that Peter Southwick has stepped down from that board. Ellen says that Mike Inners will continue his seat on that board. Ellen says that they will have to start over. Jeff says he will get that paperwork.

FINANCIALS:

Administrative Check-In:

Jeff: Contact Adam White re: approval for controlled burn, contact Catherine re: Open Meeting Law training, reschedule Marilyn Mahusky, redo the Northwest Communications District paperwork

Josie: Will create an informative document re: Ash Tree treatment/abatement, contact Mike McCarthy re: docking stipends for unexcused absences

Jen: Will contact Melissa re: credit card auto payments and request she add them to the warrants, contact Wendy at NEMRC re: logging into the view-only account, work with Angie on the website RFP, email the updated Internal Control for the Fraud Risk meeting

Ellen: Contact the town attorney re: Livestock Ordinance waiver fee

Review and Sign Warrants: *Jen Morway makes a motion for the Chair to review and approve the warrants with corrections. Josie Leavitt seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.*

Adjournment: *Josie Leavitt makes a motion to adjourn at 7:40pm. Ron Bushway seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.*

DRAFT