

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

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

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

Board Members via Zoom:

Community Members Present: Colleen Bushway, Jean Prouty, Emily Clark, Melissa Boutin, Angie Low, Deb Lang

Community Members via Zoom: Lucille Campbell, Lynda Morgan Gardiner, Sue Lawrence, Bianca Lafayette, Mike Donoghue

Add to Agenda: Jen Morway adds “Angie: under Financials. Jeff Parizo tables Scott Brown ad Swim Area Discussion.

Public Comment: Emily Clark comments that there is a health alert at the Grand Isle town beach for Cyanobacteria and asks if that information can be put on the town website and asks Ron Bushway who puts those alerts out and if anyone knows when the testing is done so that results can be posted regularly. Ron Bushway, the town Health Officer, says those alerts get sent out by the State. The selectboard discusses testing, that testing might be done at Knight’s State Park and maybe the State Park.

Review and Approve Minutes: *Jeff Parizo makes a motion to approve the June 17, 2024 minutes. Ron Bushway seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.*

Jeff Parizo makes a motion to approve the June 27, 2024 minutes with corrections. Jen Morway seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.

Guests:

(52:08) Deb Lang- Justice of the Peace Officers: Deb Lang (Deb) explains that the number of Justice of the Peace officers for a town depends on it’s population and that Grand Isle has grown in size to the point of being able to add 3 more Justice of the Peace officers (JOPs), that currently Grand Isle has 7 JOPs and could increase to a total of 10 JOPs with it’s current population. Deb explains that she has been in contact with the Secretary of State, that had they started the process earlier in the year they could have added the question to the August primary ballot but that the deadline to do so has passed, that they could now add the question to the November ballot. Deb explains that normally JOPs are elected every two years during a November election. Deb explains that the Grand Isle Republican Caucus has not yet warned a meeting to nominate JOPs, that the Grand Isle Democrat Caucus has already nominated their JOP candidates. Deb explains that the beyond marrying people, JOPs are also part of the Board of Civil authority which help facilitate local elections. Deb says that the Selectboard is also

part of the Board of Civil Authority and that only one member of the Selectboard shows up to count ballots, noting that adding 3 more JOPs will help with counting ballots. Deb explains that if the Selectboard agrees to add three more JOPs, they would be able to add that question to a ballot for the November 2024 election and that if the Selectboard does not agree then she would have to obtain signatures of 5% of the registered voters in Grand Isle to have that question added to the November ballot. Jen Morway (Jen) notes that both she and Ellen Howrigan stayed until 11:30 pm counting ballots in March, that she didn't count ballots on the School Board re-votes due to those elections being run by the school board, that the Selectboard asked Melissa Boutin in an open meeting if she needed them to count the school board re-vote ballots and Melissa said she did not need help counting those ballots. Deb notes that she was not there for the March election and that she is still learning the process and who is involved. Ellen Howrigan comments that she was present and/or has offered to help with every election, that her help was often turned down. Deb notes that her intention is not to be critical of the Selectboard, that she wants to ensure that if BCA members are unavailable or sick during an election that they have enough people to fill-in and facilitate elections. Jeff Parizo (Jeff) says that in her letter to the Selectboard, she stated that previous Selectboards would not discuss this issue. Jeff explains that he has been on the Selectboard for 8 years and that this issue has never been brought the Selectboard to discuss. Deb says that someone told her that the Selectboard did not wish to add more JOPs. Jeff says that is untrue. The Selectboard, Deb, and Melissa discuss which election they should add this question to and decide the November election would be best because JOPs terms start in February, that they would vote on the 3 new JOPs during the March election.

Jen Morway makes a motion to add to the November ballot to ask the voters to increase the Justice of the Peace from 7 to 10 and for the Chair to contact the town attorney for the language that needs to be on the ballot. Ellen Howrigan seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.

Scott Brown, Zoning Administrator- Vacation request- Tabled

Brad Sheridan, Highway Department- East Shore Culvert: Tabled

(1:07:50) Review and Sign Warrants: Melissa Boutin (Melissa) explains that the time it took her to produce the town report is separate and that she cut a check for \$500 for that labor, that it can be voided if it is not approved. Jeff clarifies that this payment is separate from what the school pays out, Melissa confirms citing the MOU with the school. Jen clarifies that this expense has been charged to the town for years and that it now has to come before the Selectboard to be approved since it is separate from payroll per the agreement and that is why it is now being discussed. Jen asks Melissa to explain what work is put into producing the town report. Melissa explains that she collects all the data, creates the index, formats the layout, prints it, binds it, and distributes it. Jen asks if this is all done outside her normal working hours, Melissa says yes and cites the log she kept of the work done, Ellen and Jen say they saw that sticky note. Jeff asks if this task could be added to Angie Low's (Angie) responsibilities. Jen says that Angie could help, but that she thinks that it falls under the Town Clerk/Treasurer's responsibilities. Jeff reads from page 103 under Town Reports from the VLCT Handbook:

The Town Report is the responsibility of the town auditors of the selectboard, if the town has voted to eliminate the office of elected auditor, as allowed under 17 V.S.A. § 2651b. The Report must show a detailed statement of the financial condition of the town and

school district; a classified summary of receipts and expenditures; a list of all outstanding orders and payables more than 30 days past due; the deficit, if any; any such other information as the municipality may direct; and the report and budget of the supervisory union required by 16 VSA § 261A (10) 24 VSA § 1683. This give the selectboard the authority to include a selectboard report, stating the condition of the town and events of the past year, as well as the vital statistics of the town and other such information.

Melissa and Jeff discuss the responsibility. Jeff says he would like to have one of Angie's duties be assisting Melissa with producing the town report. Melissa agrees. Jen says she would like to revisit this item in November as to how the production of the town report will be handled. **Jen Morway makes a motion to approve the town report payment of \$500 to Melissa Boutin for last March's town report. Ellen Howrigan seconds. No further discuss. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.**

Jen asks Melissa to review an overpayment to an employee, explaining that it looks like a math error. Melissa says she will review it. Ellen lists the names of everyone who has signed the Personnel Policy: Scott Brown, Steve More- also signed the CDL page, Lynda Morgan-Gardiner, Marie Prescott, Brad Sheridan- he's missing the CDL form, Ron Waller, Sue Lawrence- also signed for her assistants to have it. Jeff says they are missing signatures from John Hemingway and Don Hughes. Jen explains that there are valid questions people have brought up that have been directed to the town attorney for clarification, that they will have answers for the next meeting. **Jen Morway motions that the chair sign the warrants. Ellen Howrigan seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.**

(1:20:37) Highway Department Update: Ron Bushway (Ron) shows pictures and videos of flooding that took place in Grand Isle. The pictures show flooding at the cemetery along route 2 and the field along Hyde Road. The videos show the culvert on Hyde Road and Ron explains that the culvert is capable of taking all that water and that the water is coming from a few different angles. Ron gives an update about roadside mowing. Ron says they got one applicant for the road crew position, that the interview went well. Ron says that the Fire Department will be using a storage container from the transfer station for training, that Brad Sheridan is preparing that. Ron explains that he and Brad Sheridan working with Bill Baron earlier in the year to schedule this to take place.

Buildings Facilities Manager Update: Ron says he met with Xander at Mary Crest Beach, that he will need to be in touch with Jeff. Ron says he is still working on getting light installed at the fire station, that here is a 4-footer on back order that is now due mid to late July. Ron says that for the next mowing contract, he'd like to change it to be for 1 year instead of 2 years. Ron explains that mowing is only taking place once or twice a month, that for July 4th the Hyde Cabin hadn't been mowed. Jean Prouty comments that when mowing does take place, they leave large clumps of grass. Jeff asks if Melissa has had any issues with the mowing around the town office, Melissa says no but thinks that highway might have been running into issues. Jeff says he will reach out to Platinum about these issues.

(1:30:57) IT Update: Jen says that she is working with SNS regarding the IT email address that wordpress and zoom uses and have created a new email address to fix the issue. Jen explains that the fix for this issue didn't cost anything extra. Sue Lawrence says she will need help setting up zoom meetings for the cemetery meetings. Melissa and Angie tell Sue Lawrence that either of them can help her set that up.

Jen notes that Angie can also help her with setting up so that the recordings save to the zoom cloud and that they can post a link to the recordings in order to ensure they are meeting all open meeting law requirements.

New Business

(1:32:38) East Shore South Culvert: Jeff explains that he was contacted about the East Shore South culvert, that he was asked if he authorized Brad Sheridan to buy that culvert outside of a meeting. Jeff reads the following from the minutes of the January 8, 2024 meeting under Highway Department Update:

Ron says that the estimate for the culvert on East Shore South that was approved is \$15,000. Jeff explains that cost is for just the culvert, that it is a specialized culvert and gives some details on how it is specialized. Ron says it is a corrugated poly culvert that is 50 foot in length, 73 inches wide, and 55 inches tall. Ron asks about what budget that should come out of, Ron asks Melissa Boutin. Melissa Boutin (Melissa) explains that the Highway Department has a fund balance that will cover that. Ellen Howrigan asks Melissa how much is in the Highway Department's fund balance, Melissa says she will look for that. Jeff clarifies that the town will be paying for materials and doing the work ourselves, Ron says yes.

Jeff Parizo makes a motion that they order the culvert. Josie Leavitt seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.

Jen points out that there was no mention of a grant in this discussion. Jeff explains that there was not time to consider grants at that time because it was an emergency situation. Jen asks if they paid for that. Jeff asks Melissa, Melissa says it has been paid for. Jeff asks what was it paid under, Melissa says it is under miscellaneous, Johnson Hardware, for \$13,476. Jeff says that they were going to ask VTrans to do the hydraulic study but their civil engineer, Tyler Billingsly, ended up doing the study and that it ready to move forward now. Jen asks if they are now waiting on the grant. Ron says he thinks they should wait for the grant. Jen asks if it's a structures grant, Ron says yes. Jen asks how long a structures grant is good for. Ron explains that it depends on if other towns in the municipality apply or not. Ron explains that if a town is at the top of the list and does not apply for the grant, they are put at the bottom of the list the following year. Ron says he has been in touch with John Wilkenson, that all structures grants applications have been processed except two, one of those being Grand Isle; that it is in the final stages and is waiting on the archaeological study and the environmental study, that all other studies have been turned in. Ron says he spoke with Tyler Billingsly (Tyler), that Tyler decided that it is a bigger project than they had anticipated, which is why they had to custom order the culvert. Jen asks they are waiting on the town to perform the two studies they are waiting on, Ron says no, it's not the town that performs those studies. Jeff mentions that Brad Sheridan had indicated that it could take until late fall for the grant, Ron explains that Tyler Billingsly said that there are deadlines for these grants. Jeff explains his concern is that with more time and rain, the ground will not be able to absorb any more water. Ron explains his concern for spending that money before retaining the grant. Jeff asks Ron if they can be in agreement that if it does flood that they would hold a special meeting to discuss it and potentially decide to go forward with it with or without the grant. Ron says that if it were flooded, they would not be able to dig. Jeff says they would have to wait for that water to go down first. The selectboard decides to revisit this item at the August 5th meeting and see if the grant went through by

then. The selectboard discusses with Melissa about why the culvert payment was under miscellaneous, that more specific descriptions would help when creating future budgets. The selectboard asks Melissa to move that out of miscellaneous so that it can be appropriated appropriately.

(2.02.55) Dog Warrant: Jeff explains this is a yearly warrant that the animal constable needs selectboard approval. Jeff reads the dog warrant from Trever Boutin. ***Jen Morway moves to approve the dog warrant. Ron Bushway seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.***

2.04.24

Old Business

Swim Area Discussion: Tabled

(2.04.44) Transfer Station Payments: Ellen explains that she would like to take the next step with the transfer station and getting rid of cash and accept only checks and cards. Jean Prouty comments that there are residents that do not have the ability to use checks or cards. Ellen says that they would be able to bring their cash to the town office and pay cash through the Square system there or they could create a voucher system. Ron says that last weekend, July 6th, the transfer station had 123 cash sales totaling \$1,080.00, 67 card sales totaling \$926.00, and 5 checks. Jen asks about setting a date when cash will no longer be accepted, noting that the auditor flagged cash at the transfer station as the highest risk to the town. Jen says that they can work on a system for those who can only pay in cash and set a date for when cash sales at the transfer station would end. Jen notes that the town office still needs to set-up their Square system, that she believes the Square system has the ability to have the cash transactions take place at the town office by crediting an account. The selectboard discusses possible sun-setting dates for cash at the transfer station, Ellen and Jen propose the end of September, September 30th, noting that is the end of the first quarter. The selectboard discusses how to spread the word on a sun-setting date, that they will need flyers to post and mini flyers to hand out with every transfer station transaction, to submit it to The Islander, and to post it on the town website, front porch forum, and Facebook. Ron said they should also put the announcement of the date on the tax bills that get sent out in September. Jen explains that the mini-flyers would communicate that if anyone will have trouble once cash is not accepted, to contact the selectboard via email so that the selectboard can gauge how many people would be affected and what the best solution for them would be. ***Jeff Parizo makes a motion that the last day to accept cash at the transfer station will be September 30th 2024. Ellen Howrigan seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.*** Jeff says that they will still need to figure out how to handle out-of-towners. Jen says that they need to get Melissa set-up with Square.

(2.20.48) Assistant Treasurer, 2nd signer: Ellen asks Melissa who the assistant treasurer is, Melissa says Tanya Mashtare (Tanya). Ellen asks if she is a check-signer, Melissa explains that they are finalizing that paperwork now. Jen asks if Tanya has an email address, Melissa says they have not set her up with anything yet. Melissa says they still have Sue Moquin's email address. Jen explains that they will be able to use Sue Moquin's Microsoft license to create an email address for Tanya. Jen explains to Melissa that she will need to contact SNS support, to 'CC' Jen on the email to SNS support, to request that they transfer Sue Moquin's license to Tanya and to create an email account for Tanya with it. Jen tells Melissa to email Angie Low once that's completed to let her know what Tanya's email address is and she will

update the town website. Jeff asks Melissa if Tanya is full-time. Melissa says she is part-time, three days a week, about 21 hours a week.

(2.22.39) CD Review: The selectboard asks if the funds were moved from M&T to North Country. Jen says yes. Jeff says there were three accounts, capital for \$79,108.99, reappraisal for \$173,001.46, preservation for \$86,866.75. Ellen asks about a difference in figures and Melissa explains that they had to pay back \$100,000 to the general fund for the truck. Jen says there is a CD for the landfill reserve will mature August 3, 2024 and it will automatically renew for 12 months with a new maturity date of August 3, 2025. ***Ellen Howrigan makes a motion that they move the CD for the Town of Grand Isle landfill reserve which matures August 3, 2024 and put it in North Country Federal Credit Union in a 9 month CD with the rate of 4.95% and reinvest it. Jen Morway seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.***

(2.28.49) Opioid Settlement Remainder: Jeff explains that they received more settlement money from Walmart in the amount of \$1,599.16 and \$201.95 from CVS. Jen says the new balance is now \$3,076.91. The selectboard discusses what they could do with those funds. ***Jen Morway makes a motion to keep \$1,400 in the opioid settlement account on hold for the school curriculum, if they need it, and give the remaining ~\$1,576.91 to be distributed to Grand Isle Rescue under the same terms as last time. Ellen Howrigan seconds. Ellen Howrigan says she will contact the school. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.***

(2.32.02) Financials:

Angie: Jen explains that Angie Low started her new position July 1st and has asked if she should be keeping a timecard. Jen asks if Angie is a stipend employee or hourly. Jeff explains that they figured out her pay hourly. The selectboard explains that it is a stipend position. Jeff says that the personnel policy will apply to her because she is an employee. The selectboard says they think Angie should keep track of her time. Jen asks if Angie needs to submit a weekly timecard, Jeff says yes. Jen asks who should be the one to sign Angie's timecard. ***Jeff Parizo makes a motion for Ellen Howrigan to sign Angela Low's timecard. Jen Morway seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.*** Jen explains that the timecard would be for the selectboard's records and does not need to be submitted in order for her paychecks to be paid out. Jen asks Angie if she's been paid in July for her new position, Angie says no. Jen says that Angie should be paid weekly, the same amount every week. Jeff asks if they need to make a motion to make Angie salary, Jen said she they already did that. ***Jen Morway rescinds her motion. Ellen Howrigan seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.***

Jen asks about the ARPA CD, that listed there is \$5,000 listed that it went to IT. Jen says she believes that it was meant to go to the Planning Commission for the grant. Melissa explains that she believed that it was for IT, Jen corrects her that it was not for IT. Jen asks Melissa to find out where it ended up going, that she thinks she put it under the wrong heading, that it did not go towards IT.

Administrative Check-In:

Jeff: Contact Platinum Properties about mowing. Contact town attorney for the wording for the JOP ballot item.

Ellen: Contact the elementary school regarding the opioid settlement money.

Jen: Work with Angie on creating mini-flyers for the transfer station regarding the sun set date.

Ron: Get the grant information and send to the selectboard. Get estimates on project times.

Adjournment: *Ron Bushway makes a motion to adjourn the meeting at 8:05pm. Jeff Parizo seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.*

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