

Grand Isle Select Board
Grand Isle Town Office 9 Hyde Rd, Grand Isle VT
Minutes of the Meeting for Monday August 19, 2024

(0:45) CALL TO ORDER: Selectboard chair, Jeff Parizo, calls the meeting to order at 6pm

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

Board Members via Zoom:

Community Members Present: Melissa Boutin, Colleen Bushway, David Leake, Glenda Leake, Lynda Morgan, Jean Prouty, Brad Sheridan, Sue Lawrence, Emily Clark

Community Members via Zoom: Esther Blow, Lucille Campbell, Mike Donoghue, Joe Longo

Add to Agenda: Ron Bushway adds Mill Pond Culvert under Highway. Ron Bushway adds Transfer Station Cash Status under Highway. Jen Morway adds July 15 minutes correction under Review & Approve Minutes. Ellen Howrigan adds Opioid Settlement Update under Old Business.

Public Comment: David Leake gives an update on the town's AEDs, that he has received the new AEDs, that he will be checking the existing AEDs to ensure the pads are updated. David Leake says that he will have a trainer train those who have access to the AEDs on a dummy. Jen Morway comments that the Grand Isle Volunteer Fire Department worked proactively with the Highway Department during the night of the August 9th storm and wanted to make sure their proactive efforts are highlighted and to say thank you to them.

Review and Approve Minutes:

August 5, 2024: Jeff asks Ron if he was able to look into the orange flags for the stop sign at Moccasin Lane/Adams Landing that Lucille Campbell mentioned at the last meeting. Ron says yes, that the flags have been installed. Jeff asks Melissa Boutin (Melissa) if she has the paperwork for the Transfer Station CD transferred from M&T to North Country. Melissa says she hasn't received the paperwork from M&T yet, that M&T verified that they would be depositing the funds in the reusable checking account but that she hasn't seen the documentation stating the exact dollar amount yet, that once M&T provides her with the documentation she will be able to write a check to North Country to complete the transfer and she will then provide that paperwork. ***Jen Morway makes a motion to approve the minutes of August 5, 2024. Ellen Howrigan seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.***

July 15, 2024 corrections: Jen explains that the July 15th minutes were approved with corrections, however the minutes were correct initially and that a motion was missing. Jen reiterates that the motion should have been: ***Jen Morway motions that the Selectboard Administrator is paid on a salary basis for 20 hours a week and does not require a timesheet to be paid. The Selectboard administrator is required to keep track of their time and send their hours to the vice chair at least bi-weekly so that the selectboard can keep track of the time the new position is entailing. Ellen Howrigan seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.***

Guests:

(54:30) Brad Sheridan- Road Project Timelines: The Selectboard and Brad Sheridan (Brad) discuss the projects Brad presented in documentation that he provided the Selectboard. Jen asks if the Mill Pond culvert is in the documentation, Ron says it's #3. Jen asks if there were 3 or 4 grants that were approved, Jeff clarifies that it was 3, that the Mill Pond project was the third. Brad notes that they will need about 10 loads of plant mix, that they have everything else in stock. Jeff reads from the documentation: East Shore North culverts will be September 3rd, East shore South/Rt 2 intersection will be September 19th, Mill Pond will be October 4th. Jen asks about closing the roads for construction, Brad explains the steps he has taken to make sure to alert the proper people such as Shelburne Dispatch and the school buses. Jen asks if they could send something to Front Porch Forum and The Islander, Ron says he can do that. Jeff explains that they have the grant, will schedule an excavator one week out, they have the estimates, and they have a timeline. Josie asks Brad to notify the Selectboard if there are any changes to these plans.

(1:05:43) Review & Sign Warrants: Jeff asks Melissa about Peter Southwick in unpaid warrants, noting that he doesn't see a sign-off from Roth Perry. Melissa clarifies that those are in payroll and have been signed. ***Jen Morway makes a motion to approve warrants with payroll corrections and for the Chair to sign the warrants. Ellen Howrigan seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.***

(1:09:20) Financials: Jen and Josie note that they have not had a chance to fully review the financials because they just received them. Jeff states that he is on page 2 of 7 of the general ledger, noting that he is starting with the general fund. Jeff says that the revenue for the landfill is up \$16,000. Jeff asks about the mixed solid waste, that they budgeted \$30,000 and ended up using \$37,768 and that they budgeted \$8,000 for construction disposal and ended up having nothing. Jeff asks if there was nothing under construction disposal. Melissa explains that it was not billed out that way and points the selectboard where to find that information on the documentation they have. Melissa says that Casella may be invoicing it differently than they did last year. Jeff asks about the insurance claim for the transfer station. Melissa says he can find that amount on page 2 under insurance for \$11,557.66 and then under repair & maintenance under Transfer station they will find the amount for \$11,133. Jeff asks about the Emerald Ash Borer line item on page 6, asking where the "in" for the previous year is. Melissa explains that the in for the previous year fund would have been put in the general fund because it was unused. Melissa says the Selectboard could earmark funds in the general fund and they can break it out that way. Emily Clark comments that the Emerald Ash Borer fund was something that the public voted on and that if there was any amount left over from the amount voted on, they should review and decide where that surplus would go, that it would make the accounting look cleaner. Jen questions the accounts payable amount, noting that it seems high. Melissa explains that there was work that was booked and invoiced before the new fiscal year began that did not get paid until July. Jen states that there is \$3,266.19 left over in the fund balance. Jeff asks about the unassigned funds, asking if the \$160,710.04 on page 2 is unassigned funds. Melissa explains that the unassigned funds would be removing the pre-paid expenses, noting that the pre-paid expenses are listed on page 1. Ellen asks about the solar project amount on page 2, for -\$77,559 noting that it's a negative number. Melissa says that the project utilized general funds balance money to build it, that that amount is the balance from when they paid back the general fund for that project.

Highway Department Update: Ron says that the grant for \$49,500 for the Mill Pond project has been approved and executed and that they need a selectboard signature. Jen asks if it is 20% in-kind. Jeff looks at the documentation and says that it states 10% match in-kind. **Jen Morway makes a motion to accept and sign the grant. Ron Bushway seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.** Ron says they did roadside mowing up until the August 9th storm. Ron says that the storm took a door off the salt shed and they have since fixed it. Ron says they have cleaned up a lot of brush. Ron asks Lucille if the traffic has improved since the flags were installed. Lucille says that it seems to have slowed speeds on Moccasin and that people are slowing down at the stop sign coming from Adams Landing but still not always coming to a complete stop. Ron says that there should be a job description for the transfer station position in the vault from the last time they advertised it. Melissa says she will send the selectboard what she has for job descriptions.

Transfer Station Cardboard Baler: Ron explains that the baler is having issues. Ron says Barney McCray accessed the baler and said it will cost about \$5,000-6,000 to fix it and that he would not be able to guarantee it once fixed. Ron explains that the baler needs to be replaced. Jen asks how old it is. Ron says at least 30 years old. Ron says that there is a used baler for sale. Jeff explains that Ron has given two quotes for a baler, that one is \$16,288 for a brand-new baler and that the other is for \$7,500 for a used baler. Jen asks Ron which of the quotes would he recommend, Ron says that used one. The selectboard discusses the Transfer Station budget and what they have available to them to spend, that they budgeted \$3,500 under repair and maintenance and \$5,000 for equipment. **Jeff Parizo makes a motion to approve the estimate of \$7,500 which is estimate #1141 from Vermont Compactor Services. Ellen Howrigan seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.**

Transfer Station Cash Status: Ron says that there is some confusion at the Transfer Station regarding the October 1st date for cash sun-setting. Ron explains that the confusion is because the people at the transfer station thought that the selectboard was on board for doing away with a cash option, but that Josie is against it. Jeff asks Josie why she is talking to transfer station employees about this issue. Josie explains that she is against the idea and people have asked her to explain her feelings on the issue. Jen says that she received feedback that the employees were told that it is illegal to not accept cash. Josie explains that it will be illegal, that there is a currently a bill in the state house to make it illegal for retail and municipalities to not accept cash as payment. Jen explains that it has been the selectboard's intention to create a process where cash can still be accepted, just not physically at the transfer station. Jen asks Josie to be involved in the creating that process. Josie says that creating a voucher system is create another hoop for people who are struggling to jump through.

Buildings Facilities Manager Update: Ron says he will be meeting with Alan Landry regrading work to be done on the Block School House.

IT Update:

New Business:

(1.49.05) Listers- Town wide Reappraisal Proposals: The Selectboard discusses the information given to them by Listers Sue Lawrence (Sue) and Lynda Morgan (Lynda). Sue explains what Lister information is

sourced through NEMRC and what information is from the CAMA System. Jeff asks what the timeframe would be, Lynda says that there is a schedule on page 33. Jeff reads the schedule proposed by Catalyst. Jeff says that he did some quick math and that it would be about \$159,400 for reappraisal services, software and conversions would amount to about \$9,000 totaling \$168,400, annual licensing and software support would be about \$3,200, the cloud would be \$2,900, remote users would be \$1,000 per person- all totaling \$176,500. Jeff said they have one reappraisal CD for \$15,544 and one for \$173,001.46. The selectboard discusses how the reappraisal needs to take place, that they need to physically visit each property per the State of Vermont. The Selectboard notes that the proposal says it would begin in June 2025 and be completed in 2027. **Jeff Parizo makes a motion to engage with Catalyst and get a contract. Josie Leavitt seconds.** The Selectboard states that they will have the town attorney review the contract once they obtain it. **No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.**

(2.17.46) FY25 Proposed Municipal Tax Rate: Melissa says she received the corrected education rates and used it for the tax rates. Melissa says for FY25 municipal she has .4192%. Melissa explains that the homestead rate went up to .32%. Jeff notes that homestead is higher than non-residential this year. Melissa explains that it is for the first time in several years, that it does not happen often. Melissa says when you look at combined municipal and education for homestead it will be up .3272% and non-residential will be up .2101%. **Jeff Parizo makes a motion to approve .4192% as the FY25 municipal tax rate. Ellen Howrigan seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.**

LHMP Plan Review: Jeff explains that the plan had been posted on the selectboard page and that it has been reviewed by Adam White and Bill Barron. **Jeff Parizo makes a motion to approve the Town of Grand Isle 2024 Local Hazard Mitigation Plan draft 782024 version 2 with corrections. Josie Leavitt seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.**

Old Business:

(2.24.20) Opioid Settlement Update: Ellen explains that she spoke to the school and that the school will be using the curriculum the town provided them last year along with an accompanying program they are working on creating. Ellen says that the school will let them know what they might need from the town beyond the curriculum.

(2.27.38)Administrative Check-In:

Ron: Contact Barney McCray re: ordering the baler.

Ellen: Will find the dollar amount for the Opioid money. Scan the grant and send it to the selectboard.

Jen: Email LHMP out to those who requested it.

Adjournment: *Josie Leavitt makes a motion to adjourn at 7:45pm. Jen Morway seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.*