

Grand Isle Select Board
Grand Isle Town Office 9 Hyde Rd, Grand Isle VT
Minutes of the Meeting for Monday September 16, 2024

(43:26) CALL TO ORDER: Selectboard Chair, Jeff Parizo, calls the meeting to order at 6pm.

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

Board Members via Zoom:

Community Members Present: Glenda Leake, Colleen Bushway, Melissa Boutin, Sue Lawrence

Community Members via Zoom: Lynda Morgan-Gardiner, Lucille Campbell, Esther Blow

Add to Agenda: Jeff Parizo (Jeff) moves Financials under Review and Sign Warrants.

Public Comment: Ron Bushway (Ron) notes that David Leake trained the Transfer Station employees Ron Waller, Ron Bushway, Bob, and John Hemingway on using the AED on Saturday September 7. Ron says that David Leake then trained the Highway Department employees Monday September 16. Melissa Boutin (Melissa) notes that David Leake trained the employees at the Town Office as well.

Review and Approve Minutes: *Ellen Howrigan makes a motion to approve the August 16, 2024 minutes with corrections. Ron Bushway seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.*

Review and Sign Warrants: *Jennifer Morway makes a motion that the Chair sign the warrants with corrections. Ron Bushway seconds. Jeff Parizo asks what the correction is, Ellen Howrigan says Terry's hours. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.*

Financials:

End of Year Numbers: Jeff Parizo (Jeff) explains that Jennifer Morway (Jennifer) and Ellen Howrigan (Ellen) will be going over a large folder of numbers for the next meeting. Jeff asks what is in the folder, Ellen explains that there are bank statements and the general ledger for June and July. Jeff asks about August. Melissa says they will have August by the September 30th meeting. Jen notes that they need financials for July and August. Melissa says that is correct, that there were a few new accounts that she needs to add those before she gives them to the Selectboard. Jeff asks Melissa if they have the year end numbers for the other departments. Melissa asks which departments; Jeff says Library and Cemetery. Melissa says they should have received those early on. Melissa says that she will email those to the Selectboard. Jen and Melissa discuss how grants are entered, Melissa explains that once they receive reimbursement and the project is completed. The Selectboard discusses listing the grants differently. Jeff says they would need to discuss that at the Town Meeting to explain the changes if they did that. Melissa says it would be easy enough to do. Jennifer asks Melissa if she could be descriptive with the highway projects in the report so that people can get a clear picture of projects that the highway has done and to better explain the highway budget numbers. Melissa says yes. Jen says that they will plan on that for the Town Meeting discussion. Jeff notes that he would like Ron to take pictures of projects for a power point presentation at the Town Meeting as well. Jeff asks Melissa that since the end-of-year

numbers are draft-completed, does that mean departments have access to them. Melissa says yes. Jeff notes that they have moved the Library's budget deadline from October 31st to November 14th.

Highway Department Update: Ron Bushway says that East Shore North by Pomykala Farm, two culverts have been completed, there is one more that needs to be completed. Ron explains that since they have had a stretch of dry weather they switched to Mill Pond. Ron says that they should be done with that by Thursday the latest. Ron says they will move back to Pomykala once that is completed. Ron says that he received the Casella receipts from Melissa for review and see if they are charging enough. Ron explains that they were paying different amounts for trash and construction, but now that it's the same price they need to make sure they are charging properly. Jen asks if Melissa has been trained on the Square point of sale system. Ron says no. Jen says that they need to have Melissa trained so she can run the reports. Ellen notes that they should make up cards with her and Jeff's name and phone numbers to hand to any customer at the Transfer Station that has trouble with not paying cash at the Transfer Station. Jen asks Ron if there were any complaints about going cashless at the Transfer Station. Ron says Rachel Griggs had a complaint last Saturday. The Selectboard states that the Transfer Station employees shouldn't have to shoulder those complaints. Ron explains that complaints should be brought to the Selectboard because it was their decision. Ellen clarifies that the reason this decision was made was due to the auditor's recommendation on Internal Controls to protect the town and the employees who work at the Transfer Station. Ron explains that he needs the Selectboard to review and sign an agreement for municipal assistance to support the SFY25 municipal grants-in-aid construction project from the Northwest Regional Planning Commission (NRPC). Ron explains that they would be paying \$1,000 to NRPC to help put grants together for the highway. Jeff reads what NRPC has listed as the services that will be provided in this agreement: *Reviewing existing municipal road erosion inventory maps and data to identify eligible projects. Holding pre-construction meetings with the municipal staff to select project locations, segment start and end points, and identify specific Best Management Practices for each project segment. Preparing the pre-construction site summary form for municipality prior to the start of work to submit to VTrans in order to receive Construction Authorization. Assisting with documenting project completion and required reporting in the Reporter for the Municipal Roads General Permit. Assisting with preparing and/or reviewing invoicing materials if needed.* **Jeff Parizo makes a motion to approve \$1,000 for the Northwest Regional Planning Commission to assist the town in it's road grant construction projects. Jennifer Morway seconds.** Jennifer asks where that money will be coming from, Jeff says it will be out of the Highway fund. **No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.** Jeff signs the agreement.

Henderson Pipes & Wires Application: Ron explains that they received an application for the Hendersons on Adams School Road for laying pipes and wires. The Selectboard reviews the application. **Jeff Parizo makes a motion to approve the application for laying pipes and wires for 72 Adams School Road in Grand Isle. Jennifer Morway seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.**

Buildings Facilities Manager Update: Ron says they installed an eye wash station at the town garage and installed the baler at the Transfer Station. Ron says Pest Pro will be treating near the Town Office on September 23rd.

IT Update:

IT Budget: Jen says that she reviewed numbers for next year. Jen says that she needs to know if there are any other Microsoft licenses needed and asks if the rest of the highway department employees need licenses. Jen explains that with the grant applications, it might be useful for them to have their own email addresses. Jeff asks if it would be only Brad Sheridan that would need one. Jen explains that for record retention it might be better if they all had them. Jen explains that record retention is needed when an employee leaves and there are questions about past projects/grants that they can go back and read the communication and attachments associated with the project/grants. Jen notes that with Public Records requests, having that record retention is important. Jeff asks if they could have one highway department Microsoft email account that they all use. Jen says that they might want to leave that up to each department to decide if they want one main account or for each employee to have their own. Jen explains that if the cost of the Microsoft licenses are coming from each department's budget, the departments should review their budget as part of making that decision. Jen says that she will email the departments and explain that the licenses would come from their budget, that they need at least one main Microsoft email account, and ask if they need more. Sue Lawrence says that she needs a webcam and microphone for the desktop she uses for the Listers. Angie Low says she will send Sue Lawrence some options to look over. Jen asks if this needs to be warned, Melissa says yes. Melissa shows the Selectboard the ballot and explains that the questions are on the back of that ballot. Jeff reads the JOB ballot questions and verifies the wording is correct. Melissa explains that the article needs to be warned and they will need to have a quick informational meeting to address the article. Jen reviews the draft warning Angie Low made. Melissa explains they need to clarify who will be doing that warning because it is normally the election official that does that. The Selectboard discuss who will do the warning. Melissa will write the warning, physically post the warning, and submit the warning to The Islander. Angie Low will post the warning to the Town website. The Selectboard decides to hold the information meeting at 5:45 on Monday November 4th, right before their regularly scheduled Selectboard meeting.

New Business:

Justice of the Peace Ballot Discussion: Jeff explains that there is some confusion regarding the JOP ballot question, that they thought it would be on a paper ballot but it was put on the State ballot. Jeff asks Melissa if they have a copy of that ballot, Melissa says yes. ***Jennifer Morway makes a motion to hold the information meeting on November 4th at 5:45pm at the Town Office. Jeff Parizo seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.***

Charlebois Truck Warranty: Ellen explains that she had a reminder set regarding this warranty. Ron explains that the warranty is up on December 15th, that they have a little more time to review it. Jen asks which meeting they should discuss it at, noting she wants to make sure Brad Sheridan has time to look at the options and their budget. Jeff reads from the February 5, 2024 minutes:

Sandy Ladd explains the extended warranties options available to purchase for the new truck. The Selectboard discusses the options with Sandy. Josie Leavitt asks Ron Bushway which option he thinks would be best. Ron Bushway says he thought the TC4 option would be a good choice, but it does not cover the engine or transmission. Sandy explains they have until December 15th to decide because they currently covered a 1-year warranty. Jeff Parizo explains that the TC4 warranty option needs a decision by March 15th which covers everything but the engine and transmission, the engine and transmission warranty option can wait until December 15th because those are covered for a year under a factory warrant. Jeff says the transmission warranty is \$1,646 and the engine warranty is \$6,575. Jen Morway

asks which budget this would come from, Jeff says Highway. Jen Morway makes a motion to approve the Charlebois extended warranty, the TC4 level with towing, for \$5,825. Jeff Parizo seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.

The Selectboard decides to revisit this item at the Oct 7th meeting.

Food Shelf Compost: Jeff asks Ron if the Transfer Station can forgo the compost fee for the Food Shelf. Ron says yes but they need to make sure that to bring it on the days the Transfer Station is open and it cannot contain any plastic or paper. **Jeff Parizo makes a motion to approve the Food Shelf to deliver their compost to the Transfer Station on Thursday or Saturday during operations with no plastic or paper in it, free of charge. Jennifer Morway seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.**

Remote Check: The Selectboard discusses getting a check scanner for remote checks. Jennifer says that the scanner costs between \$650-750, per M&T Bank pricing. Jennifer says this will save on mileage fees that is currently used to travel to the bank which is about \$26 each trip. The Selectboard discusses how to handle the cash deposits that come into the Town Office, that those would be trips to the bank. The Selectboard decides to ask the auditor about cash deposits. Jeff says that Ellen will look into the cash piece of this and they will revisit this item at the September 30th meeting.

Zoom Cloud: Angie Low (Angie) explains that with the changes in Open Meeting Law requiring boards to post recordings of their meetings for at least 30 days, the Town's Zoom Cloud account has reached capacity. Angie explains that the Town can opt to purchase 30GB of more space in the Zoom Cloud for \$10 per month. Angie says they currently have 5GB of space. Angie explains that they would need to come up with a process for either she or the board scribes to delete the meetings after 30 days. The Selectboard discusses downloading the meetings onto a flash drive before deleting them from the cloud. **Jeff Parizo makes a motion to approve \$10 a month more for Zoom. Jennifer Morway seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.**

Audit Status: Ellen says that the audit is underway, that she has a to-do list. Ellen says that Melissa has providing information to the auditor. Ellen says the auditor is visiting the Town Office next September 25 & 26. Jen asks if there's anything Melissa needs, Melissa says she needs a copy of the SNS contract. Jen says Angie Low can send that contract to Melissa.

Old Business:

Opioid Settlement Update: Jeff explains that they received more opioid settlement money. Ellen says that the school has come up with a STEM after school program and would like to put the money towards that. Jeff says that the program helps to keep them occupied after school which can be viewed as prevention. Jen says that she spoke to someone from the state earlier in the year regarding the proper way to invest the opioid settlement money and that they stated that if you can justify a program as prevention they would rather the money go towards that prevention than anything else. Ellen says that the amount that was just received is \$1,137.09. Ellen says she will look into whether the STEM program will qualify.

Town Wide Re-Appraisal Update: Jeff says that he has been working with Lynda Morgan Gardiner on viewing the contract with the town attorney, that they will have him add what he marked instead of re-drafting the entire document. Sue Lawrence asks if it is ok if the Town Attorney asks the listers

questions, Jeff says yes. Jen notes a question there was on the appeals process. Jeff notes that there is an amount quoted for Catalyst to be apart of the appeals process. Jeff clarifies that the Listers would be doing the appeals and Catalyst would be there to support them through the appeals process. Sue says she would like the Listers to be involved with reviewing the data the company obtains and she would like the Listers to be the ones entering the information into the system. Sue explains that when they have to go through a grievance process, they will have that data at hand to review. Jeff says he is waiting to hear from the Attorney and will update Sue Lawrence and Lynda Morgan Gardiner.

Transfer Station CD: Jeff asks Melissa if the CD transfer is complete. Melissa says that it will hopefully be complete by tomorrow, that today she received confirmation from the bank that the funds would be moved, that once she receives confirmation that the funds are in the account she will send that to the Selectboard. Jeff says they have a 12-month CD that is maturing on September 14th, the Reappraisal CD in the amount of \$15,577.42 Jeff says that North Country has options for 12-months for 4.5% or 24-months for 5.3%. The Selectboard discusses their options. ***Jeff Parizo makes a motion to go to North Country for 24-months for 5.3% on the Reappraisal CD. Ellen Howrigan seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.***

Selectboard Administrator- Assignments & Job Description: Jeff says that the Selectboard has gone over and revised the job duties document regarding Angie Low's (Angie) position. The Selectboard goes over the revisions. Jeff says there are a few projects he would like Angie to do, that he would like all town ordinances to be on the town website. he would like the town job descriptions, once revised, posted on the town website, and that he would like Transfer Station prices posted to the town website. Jeff says there are some redundancies that he would like Angie to look into and gives the example that as of now, the Town uses both Working Dog and Complete Septic for renting porta-lets- Jeff asks if Angie could contact those vendors and price out what it would cost if the Town were to choose to only use one vendor exclusively. Jeff says Angie could also look into consolidating ISP/phone communication services as well.

Administrative Check-In:

Ron: Contact Sandy Ladd regarding the extended warranty options.

Jen: Contact department heads regarding Microsoft licensing needs. Will work with Emily and Melissa on training Melissa on Square. Will send the Selectboard and Angie the revised Selectboard Administration job duties document.

Ellen: Will follow-up on the Opioid Settlement spending guidelines.

Adjournment: ***Ron Bushway motions to adjourn at 7:42pm. Ellen Howrigan seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.***