

**Grand Isle Select Board**  
**Grand Isle Town Office 9 Hyde Rd, Grand Isle VT**  
**Minutes of the Meeting for Monday September 30, 2024**

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

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

**Board Members via Zoom:**

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

**Community Members via Zoom:** Lucille Campbell

**Add to Agenda:** Josie Leavitt asks to add Multi-Town Selectboard Meeting to the next agenda, explaining that having the towns selectboards meet could be beneficial. Jen Morway moves Contracts to Public Comment.

**Public Comment:** Jen Morway (Jen) explains that the selectboard held a special meeting last week with an executive session to discuss a grant that came through from the Vermont Department of Libraries and the US Department of the Treasury for the Grand Isle Free Library in the amount of \$1,680,888.68. Jen says that the Planning Commission and Library trustees worked tirelessly to gather all the needed information and put that grant together very quickly. Jen that combining the grant amount, the ARPA amount, and the \$600,000, they will be able to build the new library by the deadline of December 31<sup>st</sup> 2026. Jen explains that the Planning Commission and Library will be taking this project on with the help of the Selectboard. Jen explains that the policy and procedures the Selectboard established in the past year allowed for grants like this to be awarded. Jen says the Town of Grand Isle has had over \$2 million in grants approved since establishing those policies and procedures. Jen explains that of the grants awarded, that the members of the Planning Commission, the Highway Department, the Selectboard, and the Library have put a lot of time and effort to make them happen and thanks those departments for their hard work.

Colleen Bushway comments that the Road Crew has been doing a fantastic job, that her corner has been improved and is very thankful for all their hard work. Sue Lawrence agrees and says she stopped to thank Brad Sheridan.

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

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

**Financials:** Jen asks Melissa Boutin (Melissa) if the balance of the general fund after the -\$13,000 is about \$133,606 and is in unassigned funds, Melissa nods yes. Jen says she will work with Melissa Boutin on how to detail the money coming in and out for grants within departments' budgets so it's easy for

people to understand. The Selectboard and Melissa discuss the accounting reporting and various ways details could be listed to clarify the budgets. Jeff Parizo (Jeff) notes the municipal insurance is off by about \$9,000, that they budgeted for \$4,600 and it came in at \$5,300. Jeff asks Melissa if there's any way to get a truer number from PACIF for that in the future. Melissa says she has asked them about that in the past and was told PACIF gives their best estimate. Jen says that they may want to add 15-20% to insurance to keep up with the increases. Jen notes that the Transfer Station had about a \$15,000 deficit with what they took in and what went out, that it might be time to review their rates. Jen says their revenue was \$95,174.25 and expenditures were \$110,078.00. Ellen asks if the \$11,000 listed in repairs were from the accident in which they received insurance money for. The Selectboard look through the report and discuss equipment that may have been purchased and if the accident repairs added to that deficit. Ron Bushway (Ron) says they can review rates, but feels it's not the right time to change the rates right now given they just made the payment change at the Transfer Station. Jen asks Melissa about the August report, asking that the budget was for \$1.9mil but the actual was \$9.3mil. Melissa says that's from the school. Jen says she can't find the school amount within the report. Melissa says it's listed in the report, that they haven't paid anything out yet. Ellen asks Melissa if the bond payment was straightened out. Melissa says yes, she addressed it and had them correct it.

**Highway Department Update:** Ron says that West Shore near Vantine's was completed. Ron notes that this was completed with one of the four grants. Jeff asks Ron if they could put something together for the Town Meeting to showcase all the work done with the grants. Jen says that she and Angie Low are working on compiling information on the grants awarded and the work completed with those grants. Ron says that the three culverts near Pomykala are also complete, and the ditch has been stone-lined. Ron says the 5-foot culvert on East Shore South near Rebecca Turner is complete, that it's been stoned-lined. Ron says the intersection of Route 2 and East Shore South was dug out last week and re-graveled. Ron says everything will be paved once everything is done. Jen asks if that will happen this year, Ron says yes. Ron says he called VTrans about the dip near Art Goodrich's, that VTrans will be coming out to look at it. Ellen says someone asked her about painting a line down the center of Reynold's Road. Ron says he would have to find out what class of road Reynold Road is, that they only paint lines on class 2 roads, that if it isn't a class 2 they would have to hire someone to paint the line and that painting road lines is expensive. Ron says he will look into it. Sue Lawrence asks what the paving schedule is for this year. Ron explains they will be repaving the areas that have been worked on this fall and that the other repaving will take place next spring.

**Buildings Facilities Manager Update:** Ron says they installed the changing table at the Fire Station. Ron says there was a water issue at the town office that they addressed. Jeff asks about the drainage ditch they put in place for this issue. Ron says it looked as though the water issue was caused by the sump pump line being moved, possibly by the mowers.

**IT Update:** Jen explains that she is waiting for updated Microsoft licensing for department budgets. Jen says that SNS is offering to do a day-training for free, that they will come to the town office and answer everyone's questions and address issues that people are running into. Jen says she will work with everyone to schedule a day that works for the most people. Sue Lawrence explains how she has been frustrated with various IT issues. Jen says that a training day will be helpful for that. Josie Leavitt (Josie) notes that whatever day is scheduled, they should make sure the Listers are available. Sue Lawrence notes that it's her that is having the issues, that due to the nature of her position she has the most documents involved and needs to be able to easily access them.

### New Business:

**JOP Article Warning:** *Jeff Parizo makes a motion to approve the official warning for Special Town Meeting for the Town of Grand Isle Vermont. The legal voters of the Town of Grand Isle are hereby warned to meet at the Grand Isle Municipal Offices in-person and via Zoom on Monday, November 4, 2024, at five forty-five in the afternoon (5:45 P.M.) for the following business: To transact any business proper to come before this meeting and to discuss any questions which shall arise concerning the issue to be voted upon by Australian Ballot on Tuesday, November 5, 2024. The legal voters of the Town of Grand Isle are hereby warned to meet at the Grand Isle Municipal Offices located at 9 Hyde Road on Tuesday, November 5, 2024, beginning at seven o'clock in the morning (7:00 A.M.) when the polls will open, and continuing until seven o'clock in the afternoon (7:00 P.M.) when the polls will close, to vote by Australian ballot on the following Article: Article 1: Shall the legal voters of the Town approve an increase in the number of Justices of the Peace to be elected from the Town from seven (7) to ten (10) as authorized by Vermont Constitution, Chapter II, Section 52? The legal voters of the Town of Grand Isle are further notified that voter qualification, registration and absentee voting relative to said meeting shall be as provided in Chapters 43, 51 and 55 of Title 17, Vermont Statutes Annotated. Dated at Grand Isle Vermont on this 30<sup>th</sup> day of September 2024. Jen Morway seconds. Glenda Leake asks if this is on the official ballot. Jeff Parizo says yes, it is on the back of the official ballot. **No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.***

Jeff states that the Selectboard is signing this warning and handing it off to Melissa Boutin.

### Old Business:

**Contracts:** Jen explains that the reason that the contracts (discussed in open comment) were in executive session was due to the Selectboard needing to sign the grant agreement but were instructed to not discuss the grant award in public until the Vermont Department of Libraries made the announcement to avoid violating Public Records Request Policy. Jen explains that the Selectboard discussed this with the town attorney to ensure they were handling this properly. Jen says the second part of the executive session under Contracts was to discuss a MERP grant that needed to be completed, that there is no match for that grant, that the application had a deadline before the next regularly scheduled selectboard meeting, that they submitted that application last week. Jen says the MERP grant, if awarded, would go towards library and the fire department, that the amount would be \$500,000 plus 20% plus 20%, that the total amount is yet to be known.

**Catalis Appraisal Update:** Jeff discusses the process with the Catalis contract has gone through so far. Sue Lawrence (Sue) says that the main thing she would like to know is how the process of collecting data will occur, if Catalis collects the data and then enters the data into the system or if the Listers do any part of that. Jeff says that Sue has to ask Catalis that question and that if she needs clarification, she can consult with the town attorney. Sue says that she is trying to forecast how many more hours the Listers will need to work for the reappraisal in order to budget properly. Josie tells Sue to list out all her questions and make sure that Catalis answers the questions clearly. Sue mentions that the proposal includes new software for the reappraisal process, but questions as to whether it is truly needed and wonders if NEMRC can do everything needed. Jeff asks Sue if she could call one of the Vermont references Catalis gave her and ask them about the software they used for their appraisals.

**Remote Check:** Ellen Howrigan (Ellen) explains that she asks Jordan Plummer what amount cap he recommended for petty cash, that he recommended that many small towns will go up to \$1,000 and to just make sure it's secure. Josie asks if the remote check process will be able to handle the amount of checks that will come in at tax time and if there is a fee per check. Ellen explains that the machine is very fast and will be able to handle the tax payment checks and that there is no fee. Jen says that the only thing that will cost money is purchasing the scanner itself, which would be between \$650-750. Jen says the scanner recommended processes 50 checks per minute. Josie asks if a remote check process will make Melissa's job easier or harder. Melissa explains what her concerns are with how deposits will be created and handled with the new process. Jen explains what the new process would look like for deposits.

***Jeff Parizo makes a motion to approve up to a \$1,000 for a remote check machine to come out of mileage. Ellen Howrigan seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.***

Jen asks when do they want this up and running by. Jeff asks who will be ordering it, Jen says it has to be Melissa because it's through the bank. The Selectboard decides that the new remote check system should be up and running by November 15<sup>th</sup>. The Selectboard decides to add Remote Check Update to the November 4<sup>th</sup> selectboard meeting. Jen says that they will need to update the Internal Controls Policy with a new petty cash amount and decides to add that discussion item to the October 21<sup>st</sup> selectboard agenda.

**Transfer Station Cash Payment Discussion:** Ron says that last Saturday the Transfer Station took in \$13,086.75, 132 transactions in total, 65 of those were card transactions and 65 were cash transactions. There were two check transactions. The breakdown: cash \$471.65, card \$921. Ron says that the transfer station employee last Saturday notified every customer that paid with cash that it would be the last day they can pay with cash at the transfer station, that the response from those customers were positive. The Selectboard discusses setting up Square at the Town Office with Melissa, that it will take place Tuesday, October 1<sup>st</sup>. Jen says she has contact Emmon's about Transfer Station vouchers/cash and that they are willing to sell vouchers for the Transfer Station that if they decide to go forward with that. Jen explains what the process might look like. The Selectboard decides that they will wait to see how it goes at the Transfer Station first before implementing a voucher system. Emily Clark asks if they are still accepting checks, Ron says yes. Ellen reminds everyone that the reason they are going cashless at the Transfer Station is for Internal Controls.

**Opioid Settlement Update:** Ellen explains that she spoke with the elementary school principal, that the program that they would like to implement will be \$800.

***Ellen Howrigan makes a motion to send \$800 of the Opioid Settlement money to the school to be used on a STEM program. Jeff Parizo seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.***

**Charlebois Truck Extended Warranty:** The Selectboard looks over the extended warranty quote. Ron explains that it doesn't need to be decided until December 15<sup>th</sup>. The Selectboard decides to discuss this at the November 18<sup>th</sup> meeting in order to give everyone time to review the options.

**Transfer Station CD Update:** Jeff says that the paperwork has been received, confirming the CD renewal.

**Selectboard Admin Job Description:** The Selectboard and Angie Low (Angie) discuss the job description. Angie asks about maintaining HR records. Jen explains that there are some records, such as the Conflict of Interest and Personnel Policy, that they would like her to retain once they are signed. Melissa notes that the physical copies should go in the vault with all the employee files. Jen explains that the physical copies would still be going into the vault, that Angie would be keeping the digital copies. Josie says it could be called Employee Record Keeping. Jen says that she will make that change. Angie asks about the Employee training; Jen says she will take that line out.

***Jeff Parizo makes a motion to approve the Selectboard Administrator Job Description with corrections. Josie Leavitt seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.***

**Audit Discussion:** Melissa says the audit was completed last week. Jeff asks when they will have their report, Melissa says they did not give her a estimate of time on that.

**Administrative Check-In:**

**Jen:** Working with Angie on Grant Tracking. Update Internal Controls to \$750 for petty cash. Update SA job description. Send Ellen the Opioid information.

**Ron:** Check to see what class road Reynolds Road is.

**Adjournment:** *Ron Bushway makes a motion to adjourn at 7:50pm. Josie Leavitt seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.*