

Grand Isle Select Board
Grand Isle Town Office 9 Hyde Rd, Grand Isle VT
Minutes of the Meeting for Monday October 7, 2024

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

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

Board Members via Zoom:

Community Members Present: Colleen Bushway, Melissa Boutin, Glenda Leake, Emily Clark, Eric "Concerned Citizen", Marie Prescott, Roth Perry, Joe Steffan, Scott Brown

Community Members via Zoom: Esther Blow, Sue Lawrence, Lucille Campbell, Lynda Morgan, Mike Donoghue

Public Comment: Eric does not give his last name and identifies as a concerned citizen. Eric explains that he has questions about the Sheriff's department due to an incident that occurred. Eric details his concerns. Jen Morway explains the sheriff's position, that it's an elected position and that the selectboard's within the county have no say over the sheriff's department operations. Jeff Parizo explains that Vermont is a Dillon's Rule State, that the state legislature holds all the power over elected officials. Eric asks about the budgets for the Sheriff's Department and the Grand Isle County Clerk. Josie Leavitt explains that those budgets are through the judiciary. Josie Leavitt explains who is best to contact about the elected positions that Eric has issue with.

Review and Approve Minutes:

Ron Bushway makes a motion to approve the minutes of the September 25, 2024. Jen Morway seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes. Josie Leavitt abstains due to being absent from that meeting.

Jen Morway makes a motion to approve the minutes of September 30, 2024 with corrections. Josie Leavitt seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.

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

Highway Department Update: Ron Bushway (Ron) says that the excavator will be returned tomorrow (October 8th), that they paid for a month and will get one more bill that is for 1 week. Josie Leavitt (Josie) asks if East Shore North is complete, Ron says yes. Ron says that last Saturday the Transfer Station had 133 transactions, 125 of which were card transactions. Jen Morway (Jen) notes that Melissa Boutin has now been trained on the Square Point of Sale System. Jeff Parizo thanks Ron and Emily Clark for all the work and time they have put into integrating the Square system over the last eight months. Ron says that Don Hughes will be on vacation the 3rd week of November and that John Heminway will be on vacation the 2nd week of November.

Buildings Facilities Manager Update:

New Business

Town Report Preparation: Tabled until the December 16th meeting.

Recreation Committee FY26 Budget: The Selectboard reviews the budget submitted for the Recreation Department, noting that it looks good. Jen and Josie note that the recreation department is doing an amazing job. Jen asks about Microsoft licensing, noting that the licensing information was just sent to the recreation department. Roth Perry says that they could have a general email account for the rec committee. Jen says it would be an additional \$180 for that license that they would need to add to their budget under IT.

Jeff Parizo makes a motion to approve the Recreation budget of \$33,080 for the Fiscal Year 2026 proposed. Ellen Howrigan seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.

Recreation Committee Job Descriptions: Roth Perry says he will send the Selectboard the job description they have for their Park & Beach Ranger position.

Zoning Administration FY26 Budget: The Selectboard reviews the budget with Scott Brown (Scott). Jen notes that the expense for Scott's Microsoft license needs to be added, which brings the budget from \$35,626 to \$35,806.

Jeff Parizo makes a motion to approve the Zoning Office budget of \$35,806 for Fiscal Year 2026, contingent with the Cost of Living Adjustment. Jen Morway seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously. Jeff notes that they will leave the revenues at \$19,750.

Zoning Administration Job Description: Scott Brown says he will update his job description. Scott says he will send the Selectboard an updated version once completed.

Development Review Board FY26 Budget: The Selectboard discusses the DRB budget with Marie Prescott (Marie) and Joe Steffan (Joe). Marie asks Jen about Microsoft Licenses, asking if it would take 2-3 of labor time per license. Jen explains that it takes about 15-20 minutes unless they need to migrate an existing email account to the new Microsoft account being created. Marie and the Selectboard discuss, finding that the DRB members would not need to migrate their personal email accounts to the new email accounts, which will cut down on the estimated labor time for each new license. Jen explains the difference between a G1 and G3 license, and highly recommends that the DRB clerk stick with a G1 license, explaining that the G1 license allows the user to access all their files and applications from any laptop/computer through the cloud, that if the clerk's computer or laptop were to malfunction the clerk could go to any computer and log into their account and regain access quickly. The selectboard recalculates and finds that the proposed amount for IT for the DRB would be \$1,440 instead of \$5,766. Josie asks about the DRB Clerk expense, noting that that it is much more than the actual from the past several years. Marie explains that it is a 20 hour a week position, that she has not been able to fill those 20 hours a week due to personal reasons. Marie explains that the amount is based on what the job requires, that in the future if she were not in the position and another person filled it that they would be working 20 hours a week and so they need to budget for that. Ellen Howrigan (Ellen) asks what happens to the extra money, Jeff says it goes into the General Fund. Jen says that it would be good to try and get their budget to be about the same as for proposed for last year, noting that they would need to cut

about \$2,500. Marie says that the selectboard just added \$1,440 to their budget for IT. Ellen explains that DRB had budgeted \$5,766 for IT and the selectboard recalculated it to \$1,440. The Selectboard discusses with Marie the proposed amount of \$4,000 Legal fees, noting that they spent \$449 on legal fees in 2024 and \$2,874 in 2023, changing it to \$3,000 for Legal Fees for FY26 proposed. The Selectboard and Marie discuss the DRB stipends, reviewing the actual for FY24 and FY23. DRB Stipends is changed to \$5,000 for FY26 proposed. The Selectboard recalculates with the new line item totals, noting that the new total of \$37,054 for DRB expenses for FY26. Jen notes that this total will be adjusted when the COLA percentage is released.

Jeff Parizo makes a motion to approve the DRB budget for FY26 for \$37,054 contingent with the Cost-of-Living Adjustment. Ellen Howrigan seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.

Development Review Board Job Descriptions: Marie says they will review the job descriptions and let the selectboard know of any modifications that they may need.

Planning Commission FY26 Budget: The Selectboard and Emily Clark reviews the Planning Commission budget. Jen proposed the idea of taking out Grant Matches of the Planning Commission budget and creating a reserve fund that any unspent funds would go to, explaining that it could then be used for future grant matches for any department. The Selectboard recalculates the total with taking the \$7,000 Grant Matches out, new total is \$9,710 plus COLA.

Jeff Parizo makes a motion to approve \$9,710 for the Planning Commission fiscal year 2026 budget contingent with the Cost-of-Living Adjustment. Josie Leavitt seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.

Planning Commission Job Descriptions: Emily says she will review the job descriptions and respond to the selectboard once they review them.

Multi-Town Selectboard Meeting: Tabled until January

Old Business

Catalis Contract Discussion: Sue Lawrence says she is satisfied with the answers she received from Catalis.

Ellen Howrigan makes a motion to accept the Assessment Services Order Form and the Order Form from Catalis as presented and that the Selectboard Chair sign it. Josie Leavitt seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.

Audit Discussion: Jen says that Melissa Boutin has reported that the audit is complete and is waiting for the auditor's report.

Administrative Check-In:

Josie: Work on an email to coordinate a Multi-town SB meeting.

Ron:

Jeff: Email the Catalis assessment form. Work on RFP for painting the schoolhouse.

Jen: Email Marie & Emily job descriptions.

Ellen: Send letter for the school program.

Adjournment: *Jeff Parizo makes a motion to adjourn at 7:33pm. Ron Bushway seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.*

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