

**Grand Isle Select Board**  
**Grand Isle Town Office 9 Hyde Rd, Grand Isle VT**  
**Minutes of the Meeting for Monday February 5, 2024**

**CALL TO ORDER:** Jeff Parizo calls the meeting to order at 6pm

**Board Members Present:** Jeff Parizo, Ellen Howrigan, Jen Morway

**Board Members via Zoom:** Josie Leavitt

**Community Members Present:** Jean Prouty, Ron Bushway, Colleen Bushway, Emily Clark, Karen Allen, Glenda Leake, David Leake, Sandy Ladd, Kate O’Neil, Melissa Boutin, Wendy Rosica

**Community Members via Zoom:** Esther Blow, Mary Parizo, Lucille Campbell, Carrie DiAngelo, Joe Longo, Zak Kanouse, Adison Rounds, Mike Donoghue, Sara Griswold, Ryan Bullis, KC Fantoni

**Add to Agenda:** Jen Morway adds Emergency Meeting Update to Old Business, Jeff Parizo adds Quarterly Reports under Old Business, Jeff Parizo adds Organization Meeting Scheduling and asks Josie Leavitt if she can meet at Thursday March 7<sup>th</sup> at 5pm, Josie Leavitt says that as long as she can Zoom in to that meeting and the Legislature doesn’t go longer than expected she should be able to attend, Ron Bushway adds Larrow Community Service Update under Old Business, Jen Morway switches the order of guests, putting Sandy Ladd first

**Public Comment:**

**Review and Approve Minutes:** *Ellen Howrigan makes a motion to approve the January 29, 2024 minutes with corrections. Jen Morway seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.*

**Guests:**

**Sandy Ladd, Charlebois:** Sandy Ladd (Sandy) 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 15<sup>th</sup> to decide because they currently covered a 1-year warranty. Jeff Parizo (Jeff) explains that the TC4 warranty option needs a decision by March 15<sup>th</sup> which covers everything but the engine and transmission, the engine and transmission warranty option can wait until December 15<sup>th</sup> 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.***

**Emily Clark, Planning Commission:** Emily Clark (Emily) explains that she attended a webinar with Colleen Bushway regarding a library capital project grant. Emily says that the library then held an emergency meeting to discuss the grant. Emily presents a slide show (attached), explaining the grant timeline for the library. Emily explains that representatives from the Planning Commission and Library are here today to request the Selectboard to authorize the use of funds to work with the architect and engineer to generate project plans and budget details using the existing conceptual library/town office plans as building blocks. Emily says they have been in touch with David Roy and Tyler Billingsly, their

estimate was about \$25,000 to take the plan to the next phase. Emily points out that this grant does not allow the building to be a combination of the town office and the library, that it has to go towards a stand-alone library. Jen Morway asks if the library could be connected to the town office in the future, Emily says that it could. Josie Leavitt asks Emily what budget the \$25,000 would come from, Emily says that it would come from the ear-marked funds from the ARPA money. Emily notes that there is no match for this grant. Jeff Parizo asks Melissa Boutin (Melissa) about the CD status of the ARPA funds. Melissa says that one just renewed for two years. Melissa says the second CD was for 18 months and matures on February 25<sup>th</sup>. Melissa says that she can get more detailed information on the CDs by the next Selectboard meeting. **The selectboard discusses using \$25,000 from unassigned funds and pay that back with funds from one of the CDs that the ARPA money was invested in once they are accessible.** Melissa says that there is enough in unassigned funds for that amount. Jen Morway asks Melissa is there is a penalty for taking money out early since one of them just renewed, Melissa says there is a penalty but that sometimes they can waive that penalty and she can look into that. Karen Allen mentions that the SAM will need to be renewed that she helped Adam White with renewing that last year, that it's a pretty easy process of going through the form and hitting submit.

***Jeff Parizo makes a motion to use up to \$25,000 from Unassigned Funds for planning the Library Capital Project. Josie Leavitt seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.***

**Highway Department Update:** Ron Bushway (Ron) says they have been filling in potholes. Ron says that tool inventory is almost done. Ron says they have added lights onto the new truck. Emily Clark (Emily) says that the Square Point-of-Sale system went live on January 27<sup>th</sup>, that it went well. Emily says that after 4 days of use, there were about \$250 worth of transactions that were credit card transactions. Emily says that the receipts are well-detailed. Emily says she will continue working with Ron to refine the system. Ron says he will advertise that the transfer station now accepts cards in The Islander, Front Porch Forum, and to have Angie Low post it on the town website. Ron thanks Emily for all the hard work she has put into implementing this system.

**Buildings Facilities Manager Update:** Ron Bushway (Ron) says that he is meeting Rowley Fuels at the town office next week to inspect the gas tanks.

**IT Update:** Jen Morway (Jen) says that SNS will be attending the March 18<sup>th</sup> Selectboard meeting. Jen says that SNS is coming up with a plan for hardware and the Microsoft licensing.

#### **New Business:**

#### **Select Board Approval for use of the Fire Department Community Room:**

***Jeff Parizo makes a motion to approve the Use Agreement for the Grand Isle GOP Committee, primary contact Diane Cota, for the requested time of February 29<sup>th</sup> 2024 at 6:30. Josie Leavitt seconds.***

Jen Morway asks if this can be something that the Selectboard can give the chair future approval to signoff on matters such as this without having it wait for a Selectboard meeting. Jeff Parizo says it can, but would need to be a part of the Selectboard Standard Operating Procedures. Jeff explains that since the use of the Fire Department community room is under Adam White, these requests go through him first and then once approved by him it is submitted to the Selectboard.

***No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.***

**Informational Session Discussion:** Jeff Parizo (Jeff) says that the Informational Session will take place on March 2<sup>nd</sup> at 10am at the school. Jeff says he will speak to Adam White about what needs to take place at the meeting. Jeff discusses with Ron Bushway what they have gone over in the past at the meeting. Angie Low and Josie Leavitt will work on the slide show together. Jeff says he will invite Ray Allen, Doug DiSabito, Josie Leavitt, and Michael Morgan to attend the meeting.

**Audit Letter:** Jeff Parizo says that they will be attending the next Selectboard meeting to walk everyone through the audit.

**Investment Policy:** Jeff Parizo (Jeff) says they approved this policy at the last meeting. Jeff says there was a paragraph that they might want to take out. Jeff reads the paragraph. The Selectboard discusses the paragraph. The Selectboard decides to ask Jordon Plummer of Sullivan & Powers about the paragraph and revisit this at the next meeting. Jen Morway asks if the policy, which begins on page 3, can be put first and the first two pages put after the policy.

**Credit Card Auto Payments:** Ellen Howrigan says she has put together a list of payments that she would like have set-up on auto-payment on the credit card. The list includes Verizon, Consolidated Communications, Ooma, Zoom, GoDaddy, Comcast, and maybe NEMRC and Microsoft. Ellen says there may be other payments that could be added. Jen Morway says that the cellphones are through AT&T and that might be one to include. Jeff Parizo asks Melissa Boutin if the credit card earns points, Melissa Boutin says yes, but that she is not sure if a municipality can use them. Jeff Parizo asks Ellen Howrigan to see how many points that they have collected and if there are any restrictions on municipalities using them. Jeff Parizo mentions that some credit cards points can be redeemed for cash. The Selectboard decides to revisit this item in April or May. Jean Prouty asks how many credit cards there are. Ellen Howrigan says that there are four, one for the Recreation Committee, one for Highway, one for the library, and one for the town treasurer.

### **Old Business:**

**Livestock Ordinance:** Ellen Howrigan (Ellen) says that she has a few concerns with the ordinance that the town attorney put together. Ellen says that it's punitive and litigious. Ellen explains that she thinks the ordinance needs to be simplified, that there is no place to impound large animals, that the animal control officer would have no way to transport the animals, that she would want to know what the process would be for logging complaints, that they would need to know what the appeal process would look like, that if an animal is impounded and the owner cannot afford to pay the fine what are their options, that 10 days of impoundment before the animal can be sold feels too quick, that the place to hold impounded livestock would need to meet standards to ensure the animals are not exposed to contaminants, that they would need to feed impounded livestock and would need a place to store feed. Ellen says that our community is a rural community and livestock is part of our landscape. Ellen says that she feels that working with people involved would be a better route to take. Jen Morway (Jen) says she agrees. Jen says that to enact an ordinance like this the animal control officer would need ranching experience and does not feel like that should have to be a requirement of the animal control officer. Josie Leavitt agrees, that not only is catching a cow difficult, but they would not have a way to transport the cow or board the cow. Ellen gives the example that if multiple cows were impounded and the owner is being charged \$800 a head for multiple days and they do not have the money to pay it, the town will end up in court. The Selectboard decides to revise the ordinance and post a draft to the town website to crowdsource opinions and to revisit this item at the April 1<sup>st</sup> selectboard meeting.

**DocuSign Discussion Update:** Josie Leavitt says that the town attorney says that the Selectboard using DocuSign is not a good idea.

**Larrow Community Service Update:** Josie Leavitt says she has not heard an update on this, that last she heard he was going to be doing work at the Fire Department. Jeff Parizo says he will ask Adam White for an update. Ron Bushway says there is clean-up work that could be done in the town office basement that he could help with.

**Emergency Meeting Update:** Jen Morway says that she has had a lot of people ask about the emergency meeting with questions she could not answer and asks if they could post the zoom recording of that meeting to the town website. The selectboard asks Angie Low to post that under the minutes of that meeting. Jen Morway asks if the BCA could post their meeting zoom recording as well. Jen Morway says that she was unable to find the agenda on the BCA page. Jeff Parizo comments that there are no minutes on the BCA page either. Jeff Parizo asks Melissa Boutin (Melissa) about posting the

agendas and minutes, Melissa says that she has been working on that. Josie Leavitt asks who the scribe is for the BCA, Melissa says that she is and works with Michael on them. Josie asks Melissa why there is such a gap in those agendas and minutes, Melissa she does not have access to the town website and so cannot post agendas and minutes. Angie Low tells Melissa that she can send them to her and she can post those agendas and minutes. Jeff asks the selectboard that if he were able to schedule an open meeting law training, would they be open to that, the selectboard says yes. Jeff says that he will speak to Northwest Regional to see about scheduling that.

**Quarterly Reports:** Jeff Parizo asks Melissa Boutin if she could make the report look like their budget spreadsheet. Jen Morway reminds Jeff that the new reporting starts in two weeks and that might be addressed in the new financial reporting.

**Administrative Check-In:**

**Jeff Parizo:** Schedule an Open Meeting Law Training with NRPC. Ask Adam White for an update on Larrow's community service. Inform Doug, Ray, and the legislators about the Information Meeting. Find the South Hero Livestock Ordinance to review and compare to the 6 page ordinance the lawyer sent.

**Josie Leavitt:**

**Ellen Howrigan:** Look into credit card auto-payments and the rewards points for the account.

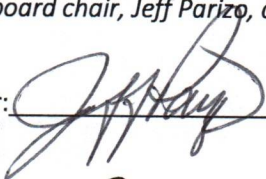
**Jen Morway:** Send Angie the Livestock Ordinance draft to post on the website. Ask Jordon Plummer about the Investment Policy paragraph.

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

**Adjournment:** *Ellen Howrigan makes a motion to adjourn the meeting at 7:58pm. Jen Morway seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.*

Selectboard Chair:

Jeff Parizo



Selectboard Scribe:

Angela Low

