

**Grand Isle Select Board**  
**Grand Isle Town Office 9 Hyde Rd, Grand Isle VT**  
**Minutes of the Meeting for Monday November 18, 2024**

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

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

**Board Members via Zoom:** Josie Leavitt

**Community Members Present:** Stephanie Kilburn, Howard DeMars, Susan Willard, Karen Allen, Glenda Leake, Colleen Bushway, Melissa Boutin, Emily Clark

**Community Members via Zoom:** Lucille Campbell, Esther Blow, Sue Lawrence, Mike Donoghue, Lynda Morgan-Gardiner, Bianca Lafayette

**Add to Agenda:** Ron Bushway (Ron) adds that he and Emily Clark (Emily) will discuss the Transfer Station analysis they conducted within the Transfer Station FY26 Budget discussion. Jeff Parizo (Jeff) adds that Emily will discuss Library Construction under Library FY26 Budget. Jeff adds BCA/BTA to New Business. Jeff adds H Funding Request to New Business. Jen adds Opioid Settlement Discussion under Old Business and Vendor File under Old Business. Ellen Howrigan (Ellen) adds CD Discussion under Financials.

**Public Comment:** Susan Willard explains that the Library will be storing books at the Annex during construction and offers to clean the annex in anticipation of that. Jeff asks her to work with Ron on that. Howard DeMars explains that the library is retaining their extra books in anticipation of the new library and asks the Selectboard if it's ok to store some extra books in the Annex. Jeff says that should not be a problem and asks Ron to contact Carol Egan about coordinating that.

**Review and Approve Minutes:** *Ellen Howrigan makes a motion to approve the minutes of November 4, 2024. Ron Bushway seconds. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.*

**Review and Sign Warrants:** Ellen asks about the Islander invoice, Melissa Boutin (Melissa) explains that they had a credit on their account that was applied. Jen asks about the assistant town clerk's holiday pay, Melissa explains that she signed the Personnel Policy. Jen explains that they do not have a copy of that signed policy and that the assistant is still within her probationary period and shouldn't receive holiday pay yet. Melissa says she will deduct those hours.

*Ron Bushway makes a motion to approve and sign the warrants with corrections. Jen Morway seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.*

**Guests:**

**Financials:** Jen asks if Melissa can send the selectboard the financials all at the same time and to add prior month so they can compare. Jen explains that when financials come in one at a time it is difficult to keep track. Jen asks Melissa if she can send them early, that the Sunday before a meeting is not enough time for them to review. Melissa says she can, that it was due to a holiday and the election. Jen asks if Melissa can send the selectboard information about Turn to Joy's rental agreement.

**CD Discussion:** Ellen explains to Melissa that she would like the starting balance, rate, and the ending balance on the report. Melissa explains that the rate is on there. Ellen asks that she add the starting balance, current balance, and the anticipated balance. Ellen asks about the ARPA CD term listed, Melissa says she will look at that and correct it. Ellen says that of the collateralized agreements they have, that the total at North Country is higher than what is listed. Melissa says there is \$250,000 that is automatically done. Ellen asks if Melissa can send her a live version when she gets it so she can keep track. Jen asks if she can add that the penalties are for each.

**Highway Department Update:** Ron explains that the tandem trucks are being serviced one at a time. Ron says Brad Sheridan (Brad) will finish mowing the library site this week. Ron says he was unable to find anyone to buy the old cardboard bailer, that they will junk it. Ron says that the intersection of East Shore South and Rt 2 has been paved and that the guys did an excellent job. Jen asks if Ron can have them send copies of the grants that have been submitted. Ron says that Brad has been handling those and he will check-in with him. Jen asks Ron about the generator grant. Jeff explains that they need to draw a picture, that Ron will have to take a picture that defines where the generator will be physically set so that a picture can be drawn.

**Buildings Facilities Manager Update:** Ron says that Howard will start servicing meters, that he will start at the Annex and take care of the library and town office. Ron says that Benoure will service the town garage and fire station. Ron says that he is working with Hegman Electric to fix two lights at the fire station.

**IT Update:**

**Town Website:** Angie Low (Angie) explains that she received a quote from CivicPlus, a website and hosting service that specializes in government websites. Angie says she contacted Alpine Media, that they are on vacation until December 1<sup>st</sup> and she will contact them for a quote once they return. Angie says she is looking for a third company that can give her a quote. Jen explains that there is a Homeland Security Grant that may apply to them that they will look into. Jen explains there is a 20% match involved and asks the selectboard for permission for her and Angie to work together to submit that application before the December 6<sup>th</sup> deadline. Jeff asks if it's just the application, that there is no money involved at this point, Jen says yes. Jeff says that shouldn't be a problem. Jen asks Angie to look for more quotes for the next meeting.

**New Business:**

**Library FY26 Budget:** Karen Allen (Karen) presents the Library's budget. Karen explains the areas that they modified, such as professional development and office supplies. Karen explains that they did not add the COLA due to a change in staffing with the current director leaving, that the starting pay of the new director won't exceed what the current director is receiving so there was no need to add the COLA to that salary. The selectboard notes that this budget was well done. Howard Demars comments that Karen is doing a great job.

***Jeff Parizo makes a motion to approve the Library ballot item of \$75,245.00. Ellen Howrigan seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.***

**Library Construction:** Emily updates the selectboard on the library construction quote. Emily says that came to \$265,000 with the caveat that the architect's portion was about \$125,000. Emily explains that

due to the procurement policy, they would have to source more proposals but that they would like to stick with the architect that has been working on this this year and prior years, that they would not want to risk losing the work he has done. Emily asks if they could use the Town's Library Project Fund for the architect cost. Emily says if they could, they would then move forward with RFPs for the rest of the project, noting that it would be for electrical, mechanical, and structural totaling about \$140,000.

***Ellen Howrigan makes a motion to authorize spending up to \$125,000 on the architectural firm, Wiemann Lamphere Architects, for the library project from the Library Project Funds. Jen Morway seconds.*** Melissa asks if this would be from the CD or would the town float it. Jen explains that is the reason they requested the CD penalty information, that they can answer that once they know what the penalty amount would be. ***No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.***

***Jen Morway motions that Jeff Parizo, or his designee, have the authority to send out RFPs that are in line with the Grand Isle procurement policy as needed for the library project. Ellen Howrigan seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.***

Jeff lists the current numbers:

Wiemann Lamphere Architects- \$122,000, civil engineering is \$58,850, structural engineering is \$35,000, energy modeling is \$5,000, mechanical electrical and plumbing engineering is \$45,000 for a total of \$265,850. Jeff explains that civil, structural, energy, mechanical, electrical and plumbing are just for engineering.

Howard Demars recognizes all the hard work everyone is doing for this project and says this is a dream come true.

**Transfer Station Analysis & Transfer Station FY26 Budget:** Emily and Ron go over the analysis report. Jen asks about the highway department time being blank, Emily explains that it is taken care of within the highway budget, that they could break down and transfer that amount in the bookkeeping. Jen explains that if they continue to break down the time, it's an added step in the bookkeeping that could be looked over. Jen asks if they will go forward without putting that amount in, Ron says they will keep track of it. Jen explains that at some point in the bookkeeping it will show up. Emily explains that they could keep track of the highway department hours via the employee timecards and keep track of it by employee and add it up when doing the budgets. Ron explains they were able to get the data from the Square system. Ron goes over the analysis line by line. Emily explains the breakdown. Ron explains that with the data they were able to review, they would like to increase the trash fees and compost by 10 cents a pound and raise the minimum from \$5 to \$7. Jeff asks when they would like to implement the increase, Ron says January 1, 2025. Josie Leavitt (Josie) asks how many people bring a \$5 minimum of trash, clarifying she would like to know how many people this would affect. Emily says that last year there were 3,694 people that did weighed trash, clarifying that is 20lbs of trash or more and 3,257 did up to trash minimum. Emily explains most of the trash minimums weighed near to 20lbs, that people were not coming with very small amounts for the minimum. Esther Blow asks where the compost goes, noting that if it's being put on the land, why do they have to pay for compost. Ron explains that there is labor involved in cultivating the compost. Ron says that they dump it on the east side of the property. Ron notes that the State comes to check that they are properly dealing with the compost. Ron says that

one of the problems with selling the compost is that people often put things in their compost that makes it unsellable, such as bones. Ron goes over the budget with the increases in the revenues.

***Jeff Parizo makes a motion that the Transfer Station increase their price for trash by 10 cents per pound effective January 1, 2025. Ron Bushway seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.***

***Jeff Parizo makes a motion that the Transfer Station increase their price for compost by 10 cents per pound effective January 1, 2025 with a minimum of \$3.50. Ron Bushway seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.***

***Jeff Parizo makes a motion to approve the Transfer Station 2026 Budget of \$108,000. Jen Morway seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.***

**Town Clerk FY26 Budget:** The selectboard reviews the Clerk budget that Melissa gave them. Jen explains that they have been trying to stay level funded. Melissa explains that this budget has never been level funded. Jen explains that she does not think it's the right time to take on the assistant town clerk/assistant as a full-time position, noting the financial costs with the salary and benefits. Jen and Melissa discuss town office hours and closed door hours. Jeff says they might want to consider to slowly going up on the assistant hours each year. The Selectboard and Melissa decide to have Melissa discuss with her assistant and the selectboard will further review and they will put this on the December 2<sup>nd</sup> agenda.

**Non-Revolving Credit for Library building grant:** Jen says she reached out to several banks, that Union Bank and Northfield responded. Jen feels that Northfield was the best choice. The selectboard and Emily discuss when they need to make this decision by and possible future interest rates. The selectboard decides they should set it up now. The selectboard discusses whether to go with the fixed rate or the adjustable rate. The selectboard decides to go with the fixed rate.

***Jen Morway makes a motion that she, Karen Allen, and Melissa Boutin work with Northfield Savings for option 2 the fixed rate of 4.5% to open the non-revolving line of credit for the library grant anticipation note. Jeff Parizo seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.***

**MERP Grant:** Jen announces that the Town of Grand Isle received a \$500,000 MERP grant with \$0 match. Jen explains what the grant is for, which is to bring the current library building and the fire station up to ADA standards. Jen says that the fire station needs only a few updates whereas the current library building needs many more. Jen says the library will be receiving a new furnace, new windows & doors, LED lighting, water heater, electric vehicle charger, solar panels and a new roof. Jen says the fire station gave them a list that included a refrigerator, new showerheads, and a new water heater.

***Jennifer Morway makes a motion that the Chair sign the grant agreement and affirmation of funds. Ellen Howrigan seconds.*** Emily Clark thanks the Selectboard for quickly dealing with this grant. Emily notes that the State of Vermont made some errors in the process and they Selectboard was able to navigate through and clarify those quickly. ***No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.***

Jen asks Melissa for a W9, noting that Jeff needs that to submit the signature. Melissa asks who to send it to, Jeff says he and Jen.

**Town Health Insurance:** Angie Low goes over the information she has collected for MVP insurance. The Selectboard and Melissa discuss the current plan the town has. The selectboard discusses plan options. Josie suggests that Angie use Vermont Health Connect to research plan options for easy comparison. The Selectboard tables this until the 12/2 meeting.

**BCA/BTA:** Jeff asks Melissa about the minutes for the BCA/BTA meetings. Melissa says that she will email the minutes to the selectboard.

**H Funding:** Jeff explains that he believes Adam White created a policy for entities to petition for signatures for appropriation requests. Ron says he believes that was done years ago. Jeff asks if they can do away with the need for petitioning for signatures. Ron explains that they did that due to the amount of requests they were getting, that it was over 20 entities at times.

#### **Old Business:**

**Remote Check Discussion:** The selectboard tables this until 12/2/2024

**Charlebois Truck Extended Warranty:** Jeff goes over the extended warranty details. Jeff asks Melissa what the highway has available in their fund, Melissa says \$187,826. Ron notes that it has to be decided by December 15<sup>th</sup>. The selectboard discusses the extended warranty and decide to go forward with it.

***Jeff Parizo makes a motion to approve the extended warranty for the new truck for \$8,221.00 to be paid by December 15<sup>th</sup>. Jen Morway seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.***

**Opioid Settlement Money Discussion:** Jen says that Melissa put together a spreadsheet of the funds. Jen says the current balance is \$3,628.21 and notes that is after donating to the school.

***Jen Morway motions that the Selectboard sends \$3,000 to Grand Isle Rescue out of the Opioid Settlement Funds, leaving a balance of \$628.21 as of today. Ellen Howrigan seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.***

Ellen asks Melissa if she could total the first two columns to make it easier to see what they paid out and collected.

**Vendor File:** Jen asks if Melissa could give her the Permaline vendor file.

#### **Administrative Check-In:**

**Ellen:** Contact a website company for their information.

**Jen:** Work with Angie on the website grant. Work with Northfield for the non-revolving credit. Work with Planning on the MERP grant. Get the letter to Rescue regarding the Opioid money.

**Jeff:** Contact Carol Egan regarding rent. Continue working on the construction of the library. Continue working on MERP.

**Ron:** Get the information for the generator picture for Angie. Call Carol Egan regarding the library volunteers cleaning in the Annex. Contact Brad about getting copies of the grants for Jen. Contact Brookfield. Contact Charlebois regarding the extended warranty paperwork.

**Adjournment:** *Jen Morway makes a motion to adjourn at 8:13pm. Ellen Howrigan seconds. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote which passes unanimously.*

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