

**Grand Isle Select Board**  
**Grand Isle Town Office 9 Hyde Rd, Grand Isle VT**  
**Minutes of the Meeting for Monday November 4, 2024**

**CALL TO ORDER:** 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:** Colleen Bushway, Melissa Boutin, Lynda Morgan-Gardiner, Sue Lawrence, Brad Sheridan, Adam White

**Community Members via Zoom:** Esther Blow, Lucille Cambell, Emily Clark, John Lafayette

**Add to Agenda:**

**Public Comment:**

**Review and Approve Minutes:**

***Special Meeting October 24, 2024: Jennifer Morway makes a motion to approve the October 24, 2024 special meeting minutes. Ron Bushway seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.***

***October 21, 2024: Ellen Howrigan makes a motion to approve the October 21, 2024 meeting minutes. Ron Bushway seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes. Jennifer Morway abstains.***

**Review and Sign Warrants:** Ellen Howrigan (Ellen) discusses changes to be made because they were missing from the warrants and a typo in the warrants provided. Ellen Howrigan says that there is a Johnson Hardware culvert that is not on the warrants, that they have two invoices but only one is on the warrants. Melissa Boutin (Melissa) explains that one of those is a statement, and one of those is has already been paid. Ellen notes that it is for the culvert, that the invoice for the fabric is what has not been paid yet. Ellen says the Warren Tire Service invoice for \$148.80, noting that it is not on the warrants and needs to be added. Ellen says that Delta Dental is not on the warrants and needs to be added, noting the amount of \$209.78. Ellen notes that Northwest Solid waste is not on the warrants and needs to be added. Ellen says that the typo is on UniFirst, that the amount should be \$142.61 instead of the \$142.81 listed. Jeff Parizo (Jeff) says that Scott Brown has negative personal time off (PTO). Melissa says that Scott Brown is aware. Jennifer Morway (Jennifer) explains that employees cannot borrow PTO, that the Town's policies and procedures do not specifically grant employees the ability to borrow PTO. Jennifer notes that timecards should not be approved to borrow PTO without bringing it to the Selectboard to discuss it. Jeff asks Melissa is she approved this, Melissa explains she approved the timecard assuming that it would be ok because she knew he'd be accruing more time to make it up. Jennifer notes that if Melissa is unsure of issues of this nature, she needs to bring it to the Selectboard to discuss it and have them approve it first. Jeff says he will get in touch with Scott Brown to explain this to him.

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

**Financials:** Jennifer asks Melissa if she can create vendor files with each vendor having their own file containing all their invoices. Melissa explains that she files by check number. Jennifer asks if she can either make a copy or create vendor

files as well. Melissa says she can make a copy of them, that she likes her current filing system due to it's ease of use. Jennifer asks if going forward they could have vendor files as well. Melissa says she can create files for specific vendors they would like a file for. Jeff says that the Selectboard is requesting Melissa to create a file for every vendor, noting that the Selectboard is in charge of the duties of the Treasurer.

***Jeff Parizo makes a motion that the Town Treasurer create a file for all vendors going forward, effective immediately. Jennifer Morway seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.***

**Highway Department Update:** Ron Bushway (Ron) says that they have been hauling sand in preparation for the upcoming winter season. Jennifer asks if they have submitted all the grants. Brad Sheridan explains that they cannot submit it until the work is complete, noting that the culvert paperwork has not been submitted yet but will be. Jennifer asks Brad to send the Selectboard that paperwork, once submitted, so they can update the Grants page on the website.

**Buildings Facilities Manager Update:** Ron says that the cabin's bathroom has been winterized and the fire panels have been inspected. Ron says Hegman Electric came out but that they discovered they were still on DC Electric, that Ron investigated it and found that DC Electric now had a licensed electrician and that they would like to keep the account. Ron says he made that change with Melissa.

**IT Update:** Jennifer explains that Angie Low has created a grants page on the town website, yet to be live, that lists all town grant projects and their status.

#### **New Business:**

**Fire Department- FY26 Budget:** Adam White (Adam) discusses two items going on the ballot: dispatch services for \$14,000 which is \$2,000 less from last year, and one for the fire department for \$105,000. Adam reviews their FY26 budget. Adam thanks Lynda Morgan-Gardiner and the Auxiliary for putting events and fundraising for the Fire Department. Adam thanks the South Hero Masonic Lodge for putting on a breakfast fundraiser for the Fire Department and also for their donation, that with that donation the Fire Department was able to replace the navigation system on the Fire Department's boat. Adam thanks the Highway Department for all of their help, noting that they helped with leveling the storage container that the Fire Department uses for live-burn training. Adam goes over the funding, explaining that it is level funded. Adam explains the cost of repairs. Adam reviews their annual letter drive. Adam reviews grants and grant opportunities. Jennifer tells Adam that if he could provide the Planning Commission with a wish list of what grants they would like to find, they could help monitor grant opportunities for the Fire Department.

***Jeff Parizo makes a motion to approve \$105,000 for the Fire Department ballot item. Jennifer Morway seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.***

***Jeff Parizo makes a motion to approve \$14,000 for the Dispatch ballot item. Ron Bushway seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.***

**Listers- FY26 Budget:** The Selectboard reviews the Listers budget. Sue Lawrence explains that they had put into a pay raise for tow members, that those members will not receive the COLA for FY26, but will after that. The Selectboard discusses the cost of CAMA with Sue Lawrence (Sue) and Lynda Morgan-Gardiner (Lynda), it is decided that the cost will be in the Listers budget since they are the only department that will be using it. The Selectboard discusses the reappraisal fund with the Listers. The Selectboard would like CAMA to be listed as "CAMA" rather than "IT" or "computers" on the budget to make it clear. The Selectboard changes the "Computer & Licenses" budget line item to "NEMRC".

***Jeff Parizo makes a motion to approve the Listers budget of \$59,600 for the ballot. Ellen Howrigan seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.***

**Highway Department- FY26 Budget:** Brad Sheridan discusses the Highway Department budget with the Selectboard. They discuss health insurance costs. Jennifer asks why Highway Truck repayment is still listed on the budget, Jeff explains that it acts as a reserve fund, Jennifer says they should create a reserve fund and get rid of that line item. Jennifer explains that she would like to make things as clear as possible so that the voters have a good understanding of what they are voting for. The selectboard asks what the differences are between the line items “Road Materials”, “Retreatment”, and “Blacktop”. Brad explains that retreatment materials can vary, sometimes it’s blacktop, sometimes its gravel, etc; that blacktop is always blacktop and is needed to ensure the roads have funding to repair. The Selectboard understands that they need that category needs to be broad. Jeff asks about the tire expenses, Brad explains that that they are due to replace tires, citing that it’s for more than just the trucks, that they have other equipment that need tires such as the tractors. Jeff asks why the line item for sand & salt is half of what it was last year, Ron explains that they have half the sand & salt leftover from last year due to a mild winter. Jennifer asks if the Highway needs a Microsoft license, noting that a town email address would be helpful for the highway grants for record keeping. Jennifer explains how a highway email address would be helpful to Brad Sheridan, that if there was a public records request for the highway today, they would have to access all your emails in his personal Gmail account whereas if he had a town email address, they would access that email account instead. Jennifer explains that a town email account helps when an employee exits a position, that the record retention would stay with the town email account. Jennifer says it would be about \$200 for one Microsoft license. Jennifer asks if \$9,000 is enough for uniforms considering they are looking to increase their staff. The selectboard discusses the cleaning fees associated with the uniforms line item, that it also includes wipes, mats, and rugs. Uniforms is increased to \$11,500. Jennifer asks if they can add a grant line item to the highway department for the voters benefit. The Selectboard discusses a grant line item.

***Jeff Parizo makes a motion to approve \$653,365 for the Highway Department ballot item. Ron Bushway seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.***

***Jeff Parizo makes a motion to approve \$60,000 for the Blacktop ballot item. Ron Bushway seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.***

**Library Quotes- Emily Clark:** Emily Clark (Emily) says that she and Jeff met with the architects on October 25<sup>th</sup> to discuss the next steps, that the architects are moving towards finalizing the concept phase, that it may be about \$5,000 for that phase to be completed. Emily explains that the architect & engineering fees will be between \$120,000 and \$140,000, that it will need to be approved by the Selectboard. Emily explains that because they went forward with the architect that a prior selectboard had selected through the RFP process, it didn’t fall within the procurement policy, and she is concerned that reimbursement would be affected. Jennifer explains that they could put out an architect RFP now, under their current procurement policy, but that it would slow down the process and the cost savings might not be worth slowing it down due to the deadline they have. Jennifer says they could pay out of the ARPA fund earmarked for this project if they cannot be reimbursed. Jeff explains that the \$5,000 will give them the sketch with a complete proposal. The Selectboard and Emily discuss the RFP process for the general contractor/construction manager.

***Jeff Parizo makes a motion to approve \$5,000 earmarked out of ARPA fund to pay David Roy for the initial sketch of the new library. Ellen Howrigan seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.***

Emily thanks the Selectboard for creating the policies that are allowing the town to apply and receive grants like the one they were awarded for the library, that she is grateful for all their hard work and wants to point out how important those policies are. Ellen thanks Emily and the Planning Commission for their hard work in applying for the library grant.

**ARPA Obligate & Expend Funds:** Jennifer says that the Selectboard had obligated the ARPA funds in the past and that they now have to make a correction with that.

*Jennifer Morway moves that we amend our motion from our June 5, 2023 which stated “obligate and expend the remaining ARPA funds in the amount of \$603,656.56 to offset municipal operating expenses in the current fiscal year” to include specificity about which operating expenses the ARPA funds offset and these FY23 expenses are detailed in the attached table which will be included in the minutes for this meeting.*

FY23 expenses:

Town of Grand Isle FY2023	Actual Expenses
Town Clerk/Treasurer	\$ 92,467.31
Retirement	\$ 4,598.29
Dental	\$ 598.30
FICA	\$ 6,939.85
ZA	\$ 27,913.58
FICA	\$ 2,135.43
Listers	\$ 27,198.57
FICA	\$ 2,080.74
Attendant - Transfer	\$ 10,727.10
Attendant - Recycling	\$ 10,250.74
Highway Labor	\$ 3,010.56
County Tax	\$ 138,888.49
GI Volunteer FD	\$ 75,000.00
FICA	\$ 1,832.31
Highway Labor	\$ 112,736.55
OT Labor	\$ 14,098.29
Retirement	\$ 8,060.10
Health	\$ 14,131.17
Dental	\$ 797.70

FICA	\$	9,565.25
Librarian Salaries	\$	37,453.92
FICA	\$	2,865.12
Dental	\$	598.00
<b>TOTAL FY2023 Expenses Funded by ARPA</b>	<b>\$</b>	<b>603,947.37</b>

*Jennifer Morway makes a motion to grant the Selectboard Chair permission to make corrections on this for reporting. Ellen Howrigan seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.*

**Old Business:**

**Remote Check Update:** Tabled until the 11/18 meeting

**CD Discussion:** Melissa explains that their contact person at the bank has been on vacation, that she will be updating them when she returns next week. Ellen asks Melissa to forward that email update to the Selectboard once she receives that.

**Administrative Check-In:**

**Jeff:** Contact Scott Brown regarding PTO.

**Jen:** Send Angie the timesheet to modify.

**Adjournment:** *Ron Bushway makes a motion to adjourn at 7:55pm. Jeff Parizo seconds. No further discussion. Selectboard chair, Jeff Parizo, calls the vote which passes unanimously.*

Selectboard Chair: \_\_\_\_\_

Selectboard Administrator: \_\_\_\_\_