

**Grand Isle Select Board**  
**Grand Isle Town Office 9 Hyde Rd, Grand Isle VT**  
**Minutes of the Meeting for Monday January 20, 2024**

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

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

**Board Members Absent:** Josie Leavitt

**Board Members via Zoom:**

**Community Members Present:** Collen Bushway, Alice Dunn, Sharyn Layfield, Barbara Geries, Carrie San Angelo, Jen DelMonte, Emily Clark

**Community Members via Zoom:** Eric & Hannah Martens

**Add to Agenda:** Jen Morway requests to move item b. Annual Town Meeting Warning under New Business to after h. Carol Egan is not present today, but she will attend the Special Meeting on January 27, 2025. Jeff Parizo requests to remove the Overtime Discussion from Highway Department as it is not needed. Jeff Parizo also requests to move item e. Northwest Communication Rep under New Business to a meeting in April when it is closer to being due.

**Public Comment:** Alice Dunn, Sharyn Layfield, Barbara Geries, and Eric & Hannah Martens state their concerns about dogs running at large, approaching walkers with aggression and barking on Simms Point Road. Alice, Barbara, and Hannah state they have spoken with the dogs' owners regarding the issue, to not avail. Jeff Parizo states that dogs off property need to be leashed and not in the road unleashed and uncontrolled or running at large. Jeff Parizo states that the local Animal Control Officer, Trever Boutin, had responded to the incident in early January 2025 and advised the residents to attend this meeting to provide their concerns to the Selectboard. Jeff Parizo states he understood that the Animal Control Officer had asked for photo or video evidence of the incidences. Trever provided a write up to the Selectboard which was received January 20, 2025. Jen Morway states that Trever Boutin may need some guidance and direction from the Selectboard to move forward with the concern. Jeff Parizo suggests that the Selectboard Members have some time to review the current Dog Ordinance and Trever Boutin's write up and speak with him at the next meeting on January 27, 2025.

**Review and Approve Minutes:**

**January 6, 2025 with corrections:** Ellen Howrigan notes that Kinney Drugs in Milton delivers to the Islands two times a week. Jen Morway motions to approve the minutes with corrections. Ellen Howrigan seconded the motion. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote, which passes unanimously.

**Guests:**

**Review and Sign Warrants:** Jennifer Morway motions to approve warrants and allow Jeff Parizo to sign them. Ron Bushway seconded the motion. No further discussion. Selectboard Chair, Jeff Parizo, calls the vote, which passes unanimously.

**Financials:** Jennifer Morway states this discussion is moved to the Special Meeting on January 27, 2025. Jennifer asked Town Treasurer, Melissa Boutin, about status of funds formerly known as ARPA, which are in CDs that are set to expire. Jennifer stated the money is needed to establish the line of credit at a new bank, because we do not have any accounts with them. Emily Clark states that the library development with the architect is anticipated soon, and they will need access to those funds. Melissa Boutin states that she was not provided with firm figures on penalties for withdrawing early from the CDs from North Country Federal Credit Union when she last spoke with them, but she will question them with specific withdrawal dates to get those figures and also confirm for certain if the CDs expire in March 2025 and August 2025, which may avoid penalties altogether.

**Highway Department Update:** Ron Bushway discusses the need to rent an excavator for work on the ditch at the Fire Station to clean up standing water there. Ron has marked the area with stakes and states it needs to be properly dug out with a swale for proper landscape maintenance. Ron states that they estimate at most three days to complete the work. Ron states he spoke with Dwight who confirmed allowing to dump the materials at his place for composting. Ron states the excavator rental is \$1,000 per day or \$2,000 per week. Ron states that there is an additional fee for hauling the equipment, and it is \$600 each way for a total of \$1,200 in hauling round trip. Ron states he will try to secure a trailer large enough to haul the excavator. If he cannot secure a trailer, he will follow procurement procedures and seek three estimates for the hauling. Ron confirms that the weight of the excavator is 32,300 lbs. Ron suggests completing the work while the ground is still firm and before mud season. Jeff Parizo makes a motion to approve Ron Bushway to move forward with up to \$2,500 for the excavator rental. Ellen Howrigan seconds the motion. Selectboard Chair, Jeff Parizo, calls the vote, which passes unanimously. Ron Bushway states he worked at the Transfer Station on Saturday to fill in for a sick employee and that two employees worked, in spite of also being ill. Ron states that the Highway Department is mostly sanding and not plowing yet. Ron states they have also built a rack to store things and prevent tripping hazards. Ron Bushway states that the generator is that Brookfield called him unable to do the install because they were waiting for parts. He suggested they not put them on the schedule until everything is finalized, which may be around a month. Jeff Parizo confirmed it would be a month, but Jennifer Morway stated it could be delayed by FEMA being focused in California right now.

**Buildings Facilities Manager Update:** Ron Bushway did his monthly check on the fire extinguishers in the buildings, except for the one at the Town Hall, and that he also fixed a broken toilet at the Fire Station last week. Ron states he installed a new smoke and carbon monoxide detector in the basement at the Town Hall. Ron Bushway discusses the issues with the lights at the Fire Station and provided quotes to the Selectboard on January 20, 2025. He states that the gooseneck lights are decorative only, and that wiring was done through the brick and mortar and mounted with a mounting plate. He states he tried to fix the two broken lights last week, but nothing worked. He states he advised Adam White that they would not be fixed that day. Regarding replacement, Ron states that there is only one vendor for the lights, and that they are very expensive to replace. The replacement bulb alone is \$1,300, and they are not working when attempting to replace. Jennifer Morway states that anything grant related should go to the Grant Administrator first to be approved to ensure that the item is approved as well as if it would go through the procurement policy. Jennifer Morway asked that MERP related expenses should be

forwarded to Carrie San Angelo and Sara Griswold Bullis. Jeff Parizo asked if we were ready to move forward on the MERP grant. Carrie San Angelo advised that she attended a webinar with Vermont Department of Historic Preservation (VDHP), which oversees the work needing to be performed on the library. She states that VDHP requires site plan approval and form submission before the project is released for bidding. Carrie states there is already a Scope of Work listed in the grant from Buildings and General Services (BGS), but that VDHP has to approve the work in the library specifically due to its age qualifying it as a historic building. Once the VDHP approval comes in, we can move forward with RFP. Jeff motions to approve Carrie to submit the form and proposed site plan to VDHP for their approval. Ron Bushway seconds the motion. Selectboard Chair, Jeff Parizo, calls the vote. Jennifer Morway abstains. No further discussion needed. All others voted Yes.

**IT Update:** Jennifer Morway states she was informed by Angela Low that the webhosting company has requested a meeting for tomorrow at 10:30. Jennifer Morway states she has looked into securing an AI software to assist with administrative labor hours. Jennifer states that she has looked into both Zoom AI, and Otter AI, which are great, but not exactly for meetings with motions or for creating minutes. However, she states she found "ClerkMinutes," which has been developed to do exactly municipal meetings. Jennifer states the package that makes the most sense for our town is for \$2,000 per year for 15 meetings monthly, 10 team members, and 10 departments with additional meetings at \$13 each. Jennifer states there is also a way to post all meetings, with agendas, minutes, and recordings posted to a specific page set up for our Town, instead of needing additional users logging into the Town website and posting things. Jennifer states that it is secure for municipalities and hosted in the cloud. Jennifer proposes to use a trial version of the software for this meeting to see how it works, and that there is room in the budget for this. Jennifer DelMonte asks what happens if we left their service and where the information would go. Jennifer Morway states this is a good question to ask. Jeff Parizo states that going this route could save hours of labor time on writing and posting minutes for Selectboard, Planning, and DRB.

**New Business:** Ellen Howrigan states that there is a new requirement from the Vermont State Ethics Commission for all public boards to complete a 45-minute online training. Ellen states that Lynda Morgan Gardiner has volunteered to be the liaison for our Town to ensure this training is completed. Ellen nominates Linda to fill that role. Jeff Parizo seconds that nomination. No further discussion needed. Selectboard Chair, Jeff Parizo, calls the vote, which passes unanimously.

Jeff asks about the appropriations for the Town Meeting ballot. Melissa Boutin states we have two: VNA for \$8,000 and Island Arts for \$1,950.

Jeff discusses the Town Report availability. He states it will be available at the Town Office, Library, and at the Transfer Station. Jennifer Morway states it must be advertised two weeks in advance of the Town Meeting on March 4, 2025, which would be February 17, 2025. Melissa states she is happy to handle this and post it timely. Melissa also requested that the Town Report honor Janice Arnold's service, and all agreed. Melissa states she needs items from various boards and commissions by January 30, 2025. Everything completed before June 30, 2024 will be included as that is the close of the fiscal year, but Emily Clark asked for a statement about the Library Capital Grant and new Library development to also be included, even though that approval came through in the fall. Jennifer Morway suggested including a workup of all the grants the Town has received for the Town Report. Melissa asks if anyone would be opposed to using the Town logo on the Town Report. No one is opposed to that change.

Regarding the Town General Fund, Jennifer Morway states that there is an issue with how the Transfer Station and Highway Department Labor on Page 7 of the budget. She states the issue is that the Highway Department is still billing to that, which will put them over when one is in the Highway Department and the other is in the General Fund. The recommendation is to remove the Transfer Station labor (\$4,286) from the Highway Department and put it into the General Fund. This reduces the Highway Department Labor by the same exact amount. Emily Clark asks if FICA should travel with this change, and Jennifer Morway states that is not needed due to the estimates provided. Jennifer Morway states that this change makes it so that no budget is over. Emily Clark states that as it is, the funds come from the General Budget for the Transfer Station, but that if it is billed all as Highway Department, then the Highway Department gets those funds, which would be over budget and which rolls over in to a Highway Department slush fund, but that the General Fund is then depleted and never replenished for it. Jeff Parizo states he is okay with that update. Emily Clark also asks if the Highway Department includes overtime in the budget, and Ron Bushway confirms that it is. Ellen Howrigan asks if the Highway budget of \$547,860 would also be decreased by the same \$4,286, and Jeff Parizo confirms yes. Melissa Boutin states it would be \$543,530 for the Highway Department, the town General Fund would be \$1,241,424.45. Jennifer asks Melissa to update the final sheet and send it out. Jennifer motions that we move the Highway Budget to \$543,530. Jeff Parizo seconds. Selectboard Chair, Jeff Parizo calls the vote. No further discussion. The vote passes unanimously. Jennifer motions that we approve the General Fund at \$1,241,424.45. Ellen Howrigan seconds. Selectboard Chair, Jeff Parizo calls the vote. No further discussion. The vote passes unanimously.

Regarding the Town Informational Meeting, Jeff Parizo asks that it be Saturday, March 1, 2025 at 10:00 at the Grand Isle School, also to be hosted on Zoom. Melissa Boutin states there is a building use form to secure the location and materials needed for the meeting. Jennifer states that last year there was some form of miscommunication, and the school was not prepared to host the meeting. Jennifer stated we would need a podium, chairs, table, a microphone, and extension cords.

Jeff discusses the need for a Special Meeting next week, Monday, January 27, 2025 at 6:00 to discuss the financials.

Regarding the Annual Town Meeting Warning, these will need to be updated.

The Australian Ballot is on March 4, 2025 at the Town Office from 7:00 am to 7:00 pm.

Elect all Town Officers.

Elect all Unified School Officers.

Delinquent taxes to be printed in the Town Report, paying taxes in three installments, with a October 31, 2025, January 31, 2026, and April 30, 2026 with interest of 1% per month for balances not paid by the due date. After April 30, 2026 all unpaid taxes SHALL be charged an 8% collection fee with interest fee. Ellen states she has checked the statues listed with this section, and they are all correct.

Approving the General Budget.

Approving the Cemetery Commission Budget.

Approving the GI Rescue Budget.

Approving defraying the expenses for GI Rescue and GI Fire Department Dispatching.

Approve the GI Volunteer Fire Department budget.

Approve the Highway Department budget.

Approve the Highway Department road materials budget.

Approve the Library Commission budget.

Approve the Recreation Commission budget.

Approve the removing Emerald Ash Borer trees in the Town Right of Ways.

Approve the Island Arts appropriations request.

Approve the UVM Health network and hospice services appropriations request.

This will be reviewed and approved on the January 27, 2025 meeting.

**Old Business:** Regarding the RFP for lawn care, Jeff Parizo states we need to change dates and times. Jeff states that for the Annex building, it includes the Highway Department so it is actually less acreage. Jennifer states she will recuse herself from this conversation due to conflict. Ron Bushway asks to include the Annex with the Town Garage as well as including the Fire Station. Ron states it is more than 10,000 square feet, but that he will measure it. Jeff will send the RFP to Ellen in a word document to make the edits.

Regarding the Selectboard Administrator position, Carrie San Angelo is present to apply and had submitted resume, cover letter. Jeff Parizo states he has read the information and has no questions. No other questions asked. Ellen Howrigan motions to hire Carrie San Angelo. Jeff Parizo seconds. No further discussion. Motion passes unanimously. Jennifer suggests making the email address the title instead of a name so it may transfer with any personnel changes. The role is for 20 hours a week, give or take, at \$25 per hour. Ellen states she will review the timesheets. Materials were provided to Carrie San Angelo to begin work immediately.

Regarding moving the Town Treasurer position from elected to appointed, it was supposed to be on the Town Meeting ballot for March 4, 2025. Jeff Parizo makes the motion to include the item to this ballot. Jennifer Morway seconds. Ron Bushway abstained. All others voted in favor. The motion passes.

**Administrative Check-In:** Agenda for next meeting. Jeff to follow up with Trever to invite him to the next meeting. Ron Bushway to handle excavator rental. Jeff to send the RFP to Ellen. Jeff to get Selectboard letter to Melissa by January 30, 2025. Jennifer to check on her trailer weight capacity for Ron Bushway, and to follow up with Carrie regarding onboarding to the Selectboard Admin role.

**Adjournment:** Jeff Parizo motioned to Adjourn at 7:46 and Jennifer Morway seconded the motion. No further discussion. Selectboard Chair, Jeff Parizo, called a vote, which passes unanimously.