

02-17-2025 Selectboard Meeting

Meeting minutes

Call to Order

Board Members Present

Jeff Parizo, Ron Bushway, Jennifer Morway, Ellen Howrigan, and Josie Leavitt were present. Josie Leavitt attended remotely.

Community Members Present

Colleen Bushway, Michael Willard, Susan Willard, Melissa Boutin, and Carrie San Angelo were present in person.

Zoom Attendees

Lynda Morgan Gardiner, Emily Clark, Sue Lawrence, Lucille Campbell, Jen DelMonte, Buddy Meilleur, and Mike Donoghue attended via Zoom.

Amend Agenda for Matters Not Listed

Jeff Parizo requested to add a Special Meeting for March 6th at 6 PM for the Organizational Meeting under new business. Jennifer Morway requested to remove "Adopt SOP for all Town Boards and Commissions" from new business, remove "DRB Appointment" from Old Business, and remove "Adopt SOP" under Open Meeting Law from Old Business.

Public Comment

Jennifer Morway thanked the road crew for their hard work plowing during recent snowstorms, noting that roads were passable even during the worst of the weather.

Review and Approve Minutes

February 3, 2025

Motion to approve the February 3, 2025 minutes with corrections made by Josie Leavitt. Seconded by Ellen Howrigan. Motion passed unanimously.

February 7, 2025

Motion to approve the February 7, 2025 special meeting minutes made by Ron Bushway. Seconded by Jennifer Morway. Motion passed unanimously.

Guests

Review and Sign Warrants

Melissa Boutin noted she had made a correction requested by Jeff Parizo. Jennifer Morway mentioned she had not reviewed the warrants but would take Jeff's word for it. There was a discussion about a charge for a Porta-Potty at the Rec Park in January or February, which Melissa clarified was actually for the Transfer station. Jennifer Morway also noted some corrections needed for the Islander charges.

Motion to approve the warrants made by Jennifer Morway. Seconded by Ellen Howrigan. Motion passed unanimously.

Financials

Jennifer Morway raised questions about the formerly known as ARPA savings accounts, noting discrepancies in the maturity dates and interest rates reported in different documents over the past few months. Treasurer, Melissa Boutin explained that some rates may have changed between when they were approved and when they were actually invested. The Board requested clarification and consistent formatting for future CD reporting.

Ellen Howard inquired about several items in the General Fund report, including a line item for Buildings and Grounds Repair and Maintenance that appeared over budget. Melissa Boutin explained this was for the Historical Society and agreed to add a separate heading and total for Historical Society expenses in future reports.

The Board agreed to revisit the CD discussion at the March 3rd meeting, with Melissa Boutin to provide updated and clarified information.

Highway Department Update

Sign Town Road and Bridge Standards

Ron Bushway presented the Certificate of Compliance for Town Road and Bridge Standards and Network Inventory for 2025.

Motion to approve the Certificate of Compliance for Town Road and Bridge Standards and Network Inventory for 2025 made by Jeff Parizo. Seconded by Jennifer Morway. Motion passed unanimously.

Ron Bushway provided updates on recent plowing operations and vehicle maintenance. He mentioned that the one-ton truck had undergone radiator tank reservoir repairs, which the Highway Crew had completed themselves, saving \$800 in labor costs.

Ron reported that the crew had been rebuilding and repairing dumpsters at the Transfer Station, noting that new dumpsters cost around \$10,000-\$12,000 each.

He also informed the Board that a potential new employee, Bradley David, had expressed interest in working at the Transfer Station on Thursday nights and Saturdays. The Board discussed the need for an application and potentially adjusting the pay rate, agreeing to address this at the next meeting.

There was a discussion about overtime pay for the Highway crew who worked on Sunday (a regular day off) and Monday (a holiday). The Board reviewed the current overtime policy and debated whether changes were needed. They agreed to revisit the policy after Town Meeting and potentially consider adjusting the work week schedule.

Buildings Facilities Manager Update

Ron Bushway mentioned he had reviewed the questions and answers from MERP (Municipal Energy Resilience Program) and found Jennifer Morway's responses to be accurate.

Jeff Parizo inquired about the status of the MERP project for the Historical Society and Fire Station. Jennifer Morway explained that only the Library piece was part of the Historical Preservation aspect. For the Fire Station, they were currently negotiating about lighting upgrades.

The Board discussed plans for clearing out the Annex building with Susan and Michael Willard. They agreed to contact Habitat for Humanity to potentially take furniture and other usable items. The board also discussed the need to properly dispose of or wipe computer hard drives found in the building.

IT Update

Jennifer Morway reported that Carrie San Angelo had created tutorials for Clerk Meetings, Zoom Meetings, and document file management. The Board expressed appreciation for these resources.

New Business

Annual Appointments Posted in Islander

The Board reviewed the list of annual appointments that need to be made, including Animal Control Officer, Building Facilities Manager, Emergency Management Coordinator and Assistant, Northwest Fiberworkx representatives, Northwest Regional Planning Commission representatives, Northwest Solid Waste District

representative, Town Road Commissioner, and Town Tree Warden. They agreed to make all appointments at the March organizational meeting to streamline the process.

Special Meeting for March 6

Jeff Parizo proposed holding a special meeting on Thursday, March 6 at 6 PM for the organizational select board meeting after Town Meeting.

Motion to hold a special meeting on Thursday, March 6 at 6 PM for the organizational select board meeting made by _____. Seconded by _____. Motion passed unanimously.

Old Business

Adoption of Updated Town Plan

The board discussed the Approval and Adoption of the updated Town Plan. Jennifer Morway recused herself from voting due to her role on the Planning Commission.

Motion to Approve the draft Town Plan for 2025 to 2033 made by Jeff Parizo. Seconded by Ron Bushway. Motion passed with Jennifer Morway abstaining. Motion to Adopt the draft Grand Isle Town Plan 2025 to 2033 version 02/03/2025 with technical corrections in page numbers, tables of contents, maps, and exhibits made by Jeff Parizo. Seconded by Ellen Howard. Motion passed with Jennifer Morway abstaining.

Library Line of Credit Loan Documents

Jennifer Morway presented the line of credit loan documents for the library project. The Board discussed the terms, including a 4.85% interest rate and a \$550,000 revolving commitment. They agreed to approve opening the loan and determined that Jennifer Morway and Karen (the Library Treasurer) would be authorized to manage the account.

Motion to approve opening a loan through Northfield Savings Bank revolving amount for \$550,000 for the Library and Community Space Project at 4.85% interest made by Jeff Parizo. Seconded by Ellen Howrigan. Motion passed with Jennifer Morway abstaining due to her position as a Grant Administrator for the Library project.

Open Meeting Law Required Training

The board discussed the new required training through the Vermont Secretary of State's office. Carrie San Angelo explained that she would send out a log similar to the Ethics training for all Board and Commission members to complete.

Ethics Commission Ordinance Adoption

The Board discussed the need for an Ethics Commission Ordinance. They realized they did not have a final version of the ordinance ready for approval and agreed to postpone this item to the March 3rd meeting.

Lawncare RFP Published

The Board confirmed that the Lawncare RFP had been published and that bids would be due on March 17th. They also discussed a request from the Rec Park to handle their own mowing and agreed to follow up with more questions about equipment and payment arrangements.

DRB Clerk Job Posting Published

The Board confirmed that the DRB Clerk job posting had been published and would run through March 13th. They agreed to check with the DRB if they wanted to extend the posting beyond that date.

Administrative Check-In

Jennifer Morway mentioned that she and Carrie San Angelo would be finalizing the reporting for the local hazard mitigation plan grant. The board agreed that Jeff Parizo could sign any necessary documents for submission without waiting for the next meeting.

Board members provided updates on their assigned tasks, including following up on job postings, emailing various parties about appointments and lawncare, and coordinating the cleanup of the annex building.

The board also discussed preparations for the upcoming Town Meeting, including setting up equipment and coordinating with the school.

Adjournment

Motion to adjourn at 7:42 PM made by Ellen Howrigan. Seconded by Ron Bushway. Motion passed unanimously.

DRAFT