

02-03-2025 Selectboard Meeting

Meeting minutes

Call to Order

The meeting was called to order at 6:00 PM by Selectboard Chair, Jeff Parizo.

Board Members Present

Board members present were Ron Bushway, Jeff Parizo, Jennifer Morway, Ellen Howrigan, with Josie Leavitt present by Zoom.

Community Members Present

Community members present included Emily Clark, Susan Willard, Michael Willard, Lucas Campbell, Marie Prescott, Joe Steffen, Colleen Bushway, Glenda Leake, David Leake, Dwight Bullis, Aimee Cochran, Jacob St. Pierre, Anna Marie DeMars, Panos Lekkas, Melissa Boutin, and Carrie San Angelo

Community Members Present by Zoom:

Lynda Morgan Gardiner, Esther Blow, Sue Lawrence, Mike Donoghue, Lucille Campbell, Sarah Bullis, Jennifer DelMonte.

Amend Agenda for Matters Not Listed

Ellen and Jennifer requested to add an item to discuss the Ethics Commission under New Business. There were no other amendments to the agenda.

Public Comment

There were no public comments.

Review And Approve Minutes

January 27, 2025 with Corrections

Jeff Parizo moved to approve the minutes from January 27, 2025. Ron Bushway seconded the motion. Selectboard Chair, Jeff Parizo called a vote. No further discussion. The motion passed unanimously.

Guests

Opioid Fund Update

David Leake provided an update on the Grand Isle Rescue's plans for using opioid settlement funds. He thanked the Select Board for sharing the funds with Grand Isle Rescue to help address substance abuse issues in the community.

David explained that every member of Grand Isle Rescue carries Narcan, but many residents do not have access to it. The rescue squad wants to provide Narcan more widely to potentially save lives in overdose situations. They

proposed installing an outdoor Narcan distribution box, likely at the new library location once it is built. This would allow 24/7 access for anyone who needs it.

David noted they also want to relocate an existing AED (automated external defibrillator) to be co-located with the Narcan box. The AED box would have a phone to call 911 and get an access code. This setup would provide critical lifesaving tools with proper emergency guidance.

He said they are recommending the library as the location because it will be a new construction, making it easier to add necessary electrical connections. In the interim, they could start with just the Narcan box on a cement slab by the current library until the new building is complete.

David addressed questions about temperature concerns, explaining that Narcan remains viable in a wide temperature range. He also clarified there are no side effects if Narcan is used unnecessarily.

The Select Board thanked David for the thorough update and plans for utilizing the opioid settlement funds to benefit the community.

Review And Sign Warrants

Ron Bushway moved for the Select Board chair to sign the warrants. Ellen Howrigan seconded the motion. Selectboard Chair, Jeff Parizo called a vote. No further discussion. The motion passed unanimously. The motion passed unanimously.

Financials

There was no financial update this week.

Highway Department Update

Ron Bushway provided a detailed update on the Highway Department's recent activities. He explained that the department has been frequently dealing with nuisance snow, which has required regular plowing to keep the roads clear. In addition to the plowing, work was performed on various equipment, including replacing cutting edges on truck #2. This task took longer than anticipated due to issues with the bolts, which had to be removed and ground down, as they were problematic from the factory.

Further addressing maintenance concerns, the department needed to dig on Moccasin Avenue to tackle drainage issues. Ron noted that the lack of snow cover this winter has resulted in the freezing of areas which typically allow water flow beneath the snow, leading to complications with proper drainage and causing culverts to back up.

In other updates, the team successfully repaired the window at the transfer station. Additionally, Brookfield was contacted for scheduling generator work. However, despite receiving approval, Jeff expressed hesitance to give the final

go-ahead without written confirmation, indicating the importance of ensuring clear and documented communication before proceeding with further installations. This cautious approach highlights the commitment to compliance and proper protocol for projects involving external contractors.

Buildings Facilities Manager Update

Ron Bushway reported that adjustments were made to a toilet at the Annex building. He also mentioned following up on a floor issue that had been reported. Ron explained that he had gone over to the annex to make some necessary adjustments to the toilet, ensuring it was functioning correctly. Regarding the floor issue, he noted that this had been something Carol had pointed out, related to the commode washing through a particular area. Ron indicated that it was a relatively small issue, and he called out for further assessment with Landry's to ensure it was properly addressed. This proactive approach was aimed at ensuring maintenance issues at the Annex were promptly resolved to prevent any further complications.

IT Update

Web Hosting Renewal Upgrade Project

Jennifer explained that the town's web hosting through McDragon was up for renewal. The previous agreement dated back to when Rural Solutions was handling IT. McDragon had continued hosting the town's website for free since the last renewal expired in July/August. They have now sent an invoice for \$600 to continue hosting through August.

Jennifer noted they have a meeting scheduled in two weeks with the hosting company to discuss potential upgrades and changes Angie had started looking into previously. They will report back after that meeting with recommendations.

AI

Jennifer and Carrie provided an update on options for creating meeting minutes:

- The free Zoom transcription was determined to be inadequate for public meetings.
- Otter AI works well for simpler meetings but struggles with complex municipal meetings.
- Clerk Minutes is designed specifically for municipalities and integrates well with existing systems.

Carrie demonstrated the Clerk Minutes system, showing how it creates a centralized location for agendas, minutes, and recordings. She noted it took her only 30 minutes to produce minutes using Clerk Minutes, compared to 2.5-3.5 hours manually.

The board discussed the benefits of consistency across minutes for different boards and the time/cost savings. They also addressed questions about accessibility and compliance with open records requirements.

Jeff moved to approve purchasing the \$2,000 per year Clerk Minutes plan for 15 meetings per month and 10 team members. Ellen Howrigan seconded the motion. Selectboard Chair, Jeff Parizo called a vote. No further discussion. The motion passed unanimously.

Software/IT Support to Town Completed

Carrie reported she met with Lynda Morgan Gardiner and Sue Lawrence last week to ensure they knew how to access their files. She confirmed they didn't need any additional assistance at this time. Sue Lawrence mentioned that she could not access all her files, and Carrie stated she would connect with her to find any files she needed.

Cisco/SNS License Update

Jennifer explained that when SNS did upgrades last year, there was one item that needed yearly registration. It will now be a 3-year registration at \$169.40 per year.

Jennifer moved to approve SNS quote number SNSQ8680 for \$169.40 for the yearly Cisco registration. Ellen Howrigan seconded the motion. Selectboard Chair, Jeff Parizo called a vote. No further discussion. The motion passed unanimously.

New Business

BCA Meeting

Jeff reminded the board of the upcoming Board of Civil Authority meeting on February 10th at 5:30 PM for Justices of the Peace and the Select Board.

DRB and DRB Clerk Resignations

Marie Prescott, the Development Review Board (DRB) clerk, explained her resignation was due to dissatisfaction with not being provided a G3 Microsoft license, which she believed was essential for her to perform her duties effectively. She expressed frustration that her requests were repeatedly denied and felt this was disrespectful given the volume of letters and documents she creates in her role. Marie asserted that she uses Word extensively and noted that both the Selectboard administrator and the town clerk possess G3 licenses. She found it unreasonable to not have access to the same resources, especially when she demonstrated her competency in using the OneDrive system to back up her work.

Marie detailed her interactions with Ryan Cunningham from SNS, who, during a training session, confirmed her need for a G3 license to efficiently complete her tasks. Ryan clarified in an email dated 01/31/2025, in which he stated:

Good afternoon Jennifer,

The issue that she was having is that she could not open them the same way that she had been opening files prior.

With the web only licenses for office it is necessary to move the files to the cloud before opening them. I showed her how she could move the files in file explorer to her onedrive folder and then she could either; right click and select the open in web view option to open the document in O365 for the web or, open them from sharepoint.

It is a bit of a learning curve and the alternative would be to purchase a desktop application license for O365.

Despite having demonstrated her ability to use the current system and fulfill requirements, Marie's request remained unfulfilled. Her growing frustration led her to tender her resignation to both the Select Board and her DRB. In her support, the DRB members decided to collectively resign in solidarity.

The Select Board elucidated the reasoning behind adhering to a G1 licensing policy. They highlighted security considerations, compliance with cybersecurity insurance mandates, and the necessity to stay prepared for remote work scenarios as the primary motivations. Emphasis was placed on the benefits of a cloud-based system, including easier data retrieval during crises such as pandemics, and ensuring compliance with the Freedom of Information Act. It was also noted that migrating to a Microsoft 365 model was part of a broader upgrade strategy initiated before the current board's tenure, designed to bolster the town's technological resilience.

The clarification was given that data should be stored on the town's new OneDrive accounts to remain compliant and secure. The frustration with the procedural changes was acknowledged, but it was reiterated that this shift was crucial for maintaining infrastructure readiness and security standards across the town's numerous departments.

Jeff Parizo, the Selectboard Chair, proposed postponing further decisions until the DRB's meeting on the following Wednesday, where they planned to internally address these concerns. The Select Board concurred to hold off any appointments or IT modifications until they received updated information from the DRB, thereby allowing due process and ensuring the DRB's workflow would align with the town's strategic and compliance objectives.

DRB Appointment(s)

This item was tabled pending the outcome of the DRB's internal discussions about the resignations at their next scheduled meeting on Wednesday, February 5, 2025.

Old Business

Lawn Care RFP Advertising Update

Carrie asked for guidance on how long to run the lawn care Request for Proposals (RFP) advertisement in the Islander newspaper. Jeff suggested running it for a couple of weeks and noted he would also directly contact the previous contractor and other interested parties. The board set a due date of March 17th for proposals.

Internal Controls Document Update

Jennifer noted that the Internal Controls document had been approved on October 21st but the signed copy had not been properly filed.

Jennifer moved to ratify the October 21st Internal Controls document.

Ellen Howrigan seconded the motion. Selectboard Chair, Jeff Parizo called a vote. No further discussion. The motion passed unanimously.

Open Meeting Law Training

Jeff announced an upcoming Open Meeting Law Training on Wednesday, April 16, 2025, from 10:00-11:30 AM via Zoom through the Vermont League of Cities and Towns (VLCT). He encouraged board members to participate, noting recent changes to the law that everyone should be aware of.

The board discussed the possibility of having an in-person training with Catherine from Northwest Regional Planning Commission after Town Meeting Day. They also talked about creating a system to track which board members have completed the training.

Administrative Check-In

Ellen and Jeff had no additional items to discuss. Carrie mentioned she would create an Open Meeting Law Training sign-off sheet for board members.

Ellen Howrigan moved to adjourn the meeting. Ron Bushway seconded the motion. Selectboard Chair, Jeff Parizo called a vote. No further discussion. The motion passed unanimously.

The meeting was adjourned at 7:11 PM.