

**TOWN OF GRAND ISLE  
SELECTBOARD  
MINUTES OF THE MEETING  
November 6, 2017**

**I. CALL TO ORDER:** Adam White called the meeting to order at 7:01PM.

**Board Members Present:** Adam White-Chair, Bill Baron-Vice Chair, Diane Cota and Jeff Parizo

**Board Members Not Present:** AnnaMarie DeMars

**Community Members Present:** Bernie Tolmie, Albert Benson, Sue Mitchell, Ray Mitchell, Marie Kilbride, Ron Bushway, Sue Lawrence, Merritt Vantine, Mike Donoghue, Melissa Boutin and Rachael Griggs

**II. GUESTS:** Bernie Tolmie-Grand Isle Rescue

**Amend Agenda for Matters Not Listed:** Discussed when matters not listed on the agenda can be added. According to State Statutes this is allowed.

**III. REVIEW and APPROVE MINUTES:** Jeff Parizo motioned to accept the minutes of October 16, 2017 as written, Diane Cota second the motion, Bill Baron abstains, three in favor and motion passes.

**IV. NEW BUSINESS:**

**Grand Isle Rescue (G.I.R.) by Bernie Tolmie:**

1. **Status:** Operates from 4 Faywood Road (unmanned station) with full volunteer squad. Approximately 300 calls per year serving Grand Isle and North Hero (mutual aid to South Hero, Alburgh and Milton).
2. **Governance:** VT Statue, Title 18, Chapter 17 – Emergency Medical Services specifies all persons should have access to medical 911 emergency services. It takes approximately 6 months for a member to become a licensed EMT.
3. **G.I. Membership:** Total provider membership – 20 members. 10 Members responsible for over 80% of call volume.
4. **Revenue Contributions to G.I.R.:** Billing - 63%, fundraising - 21%.  
Town of Grand Isle - 9%, contribution \$17,500 vs 2012 - \$19,500.  
Town of North Hero – 6% contribution \$11,500 vs 2012 - \$12,750.
5. **G.I.R. Operational Challenges:** 10 Active members on 80% of calls. 6 Month lag time between start and licensure of an EMT.
6. **G.I.R. Financial Challenges:** Increased operational expenses, equipment requirements for statewide protocols.  
New ambulance #2 in 2018 (no bonding requirements).  
New Statewide ambulance tax.  
No G.I.R. auxiliary fund raising.  
Training and training equipment.
7. **G.I.R. Action Plan:** Retention and recruitment; advertising, posters, rescue open house and active focus targeting of potential community members interested in Rescue.

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G.I.R. for FY 2018/2019 remains a volunteer squad without a financial incentive program. Albert Benson submitted the appropriation request for FY 2018/2019 in the amount of \$18,500.

**Sue Lawrence – Enhanced 911 Numbers:**

Sue Lawrence explained the purpose of the enhanced 911 numbers at 5.38 feet is so everyone in the nation conforms to this numbering. This is for emergency location and the State may require it in the future. She said she checks maps sent each year by the state to be sure the numbers are correct.

**Library Light:** Donna LeClair asked if a light could be installed on the west side of the library for safe walking after dark.

Diane Cota motions to have Ron Bushway have a timed LED light installed on the west side of the library. Jeff Parizo seconds the motion, all in favor and the motion passes.

**Wetlands at Town Office for Skating This Winter:**

Jeff Parizo reported that David Graham asked if the area behind the Town office could be mowed. Jeff said it's too late in the year and he will contact Brock Freyer to get information on the wetlands status for this section. It was suggested the Town insurance company be contacted regarding risk associated with a skating rink.

**VLCT Workshop Discussion:**

1. **Agenda:** Rachael Griggs, Selectboard Secretary said items for an agenda should be listed and posted on the Town web site and three places in Town 48 hours prior to a regular scheduled meeting and cannot be changed after posting. According to State Statutes the agenda can be amended at the beginning of a meeting although this is not recommended as it doesn't conform to open meeting laws.
2. **Email Use:** Jeff Parizo suggested Town employees have separate email (addresses for State and Local officials) work emails vs private emails. If information needs to go to other Selectboard members they should not "reply all". This should be sent to Rachael Griggs, Selectboard Secretary for distribution to the entire Board.
3. **Conflict of Interest Policy:** Jeff Parizo has a template for a conflict of interest policy. Adam White and Rachael Griggs will look for information on a policy passed by the Selectboard at the July 2014 meeting.
4. **Rules and Procedures:** Jeff Parizo said the DRB has their Rules and Procedures on their agenda and sign it each year. He suggested the Selectboard do the same. VLCT has a template on line and Jeff will check the one the DRB uses.

**Attorney Letter to the DRB:** Jeff Parizo said he talked with Town Attorney David Rough about this letter. David Rough said he had a conversation with Adam White about whether or not he (David Rough) should respond to two DRB questions in the letter. Jeff said he felt at this time this letter should have been brought before the Selectboard because others on the Board may have had questions. Jeff said he would have recused himself. Adam White said he had talked with Bill Baron and the conclusion was they (DRB) have their own budget, and this relates to their topic.

Diane Cota said Sarah Jarvis, who conducted the workshop said we are a Board and we have to act as a Board. Melissa Boutin, Town Clerk said no matter what Board you are serving on there isn't a person, Chair or Vice-Chair who can act alone.

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Adam said in the future he will be glad to bring matters before the Board and will send things to Rachael to forward to the rest of the Board. Hopefully the DRB got the information they were looking for and we can continue moving forward rather than focusing on a single issue that is in the past.

**Stitzle Page & Fletcher PC:** Jeff Parizo said he had a nice discussion with David Rough about the Bylaws and he (Jeff) believes we should look at other law firms, do some interviews just to see what's out there. Adam White said it's difficult to find a full service municipal law firm. Also Adam encourages everyone to look around Google and check with other towns to see what they are doing. David Rough specializes exclusively with municipal law.

## V. OLD BUSINESS:

**VLCT Inspection:** Discussions on what is needed for the Fire Department's training trailer at the Transfer Station. Biggest concern was access to the trailer and see if locks on the doors and skirting all around, is all that is needed. No Trespassing Signs near the trailer and at the gate to the Transfer Station may be enough.

Ron Bushway, Buildings Facilities Manager said as for the rest of the items on the list most of them have been taken care of and he will email Jeff Green.

Further VLCT discussions will be added to the November 20 Selectboard meeting.

**Proposed Bylaw Discussion:** This will be added to the December 4<sup>th</sup> Selectboard meeting to begin at 6:45. 2.14 Violations will be discussed.

Bill Baron asked if we have a job description and said he feels there should be one as well.

He feels we need to have more local flavor as well and leading up to job performance.

Jeff Parizo said he doesn't see where this fits here when we are under State Statute and what (ZAO), Town Clerk, Listers or others do he doesn't see where that fits.

Adam White asked Bill Baron to reach out to George Rice from South Hero Selectboard to see where they are with this. Also check North Hero's website regarding their policies.

### **Fire Station Update: Bill Baron gave the following update on the new fire station:**

- 1) Project is four to six weeks behind schedule for exterior work; on schedule for interior elements. Nate Hayward remains optimistic about regaining lost time and maintaining original construction schedule. Landscaping and finish grading will be held in abeyance until spring 2018.
- 2) Budget on track, but very tight.
- 3) Next project meeting will be held on Tuesday, November 7, 2017. Participants to include: Nate Hayward, Linc Prescott, David Roy, Todd Boutin, Joe Clark, and Bill Baron (sub-contractors as needed).
- 4) Basecoat pavement installed...original plans specify 2" basecoat: apparatus pad - asphalt upgraded to 2.5" basecoat this fall and 1.5" finish coat in 2018; Parking lot, driveway and walkway - 2" asphalt basecoat this fall and 1.5" finish coat in 2018. Project budget can cover basecoat installation. Finish coat will need to be built into Town paving budget for FY 2019.
- 5) Final draft of the Fire Station occupancy and use Memorandum of Understanding (MOU) presented to Selectboard members for their review. GIVFD (Boutin and Clark) to receive their copies at the Tuesday, November 7, 2017 project meeting.

- 6) Operations and Maintenance Manual (O&M) cost estimates being developed... will be presented for inclusion in December budget discussions. Ray Mitchell and Bill Baron will be compiling information for a comprehensive O&M manual.

To Do:

- 1) Future building specific fund raising discussion between GIVFD and Selectboard.
- 2) Finalize long term financing method, (Peoples United, Vermont Bond Bank, Municipal Leasing Corp). Melissa Boutin, Town Clerk and Treasurer, will attend November 20, 2017 Selectboard meeting to discuss options.

**Highway Update:** Ron Bushway, Road Commissioner reported:

1. Sand is in and all mixed. South Hero Highway Department helped with the sand and now Grand Isle will help South Hero with their sand.
2. Weather permitting road paving will be done where culverts were installed.
3. Scales will be in soon.
4. Cost for weighing trash will need to be set.
5. Winterized the bathroom at the Hyde Log Cabin.
6. Everything is done for the Annex except the slide. The playground is up to State standards.
7. Ron Bushway said there are three employees at the Transfer Station and their wages are below standard. He would like their wages to be increased. They are not paid with taxpayer's money; their pay is generated out of the users fees.
8. Merritt Vantine said he feels all should be paid the same except for Joe Longo, because he is handling money he gets paid more. Don Hughes is qualified as he has worked at the Transfer Station before and is an excellent worker.
9. Jeff Parizo said he feels there is a need for another full time Highway Department employee.
10. Ron Bushway said the tractor used to mow the roadsides needs to be replaced. It's 15 years old and needs a lot of repairs. He would like to include this cost in the FY 2018/2019 budget.

**VI. REVIEW ORDERS and PAY BILLS:** No questions were asked so Adam White signed them.

**VII. EXECUTIVE SESSION:** None held.

**VIII. ADJOURNMENT:** Jeff Parizo motions to adjourn at 9:04pm. Diane Cota seconds the motion, all in favor and the motion passes.

Respectfully submitted,

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Rachael Griggs, Selectboard Secretary

\_\_\_\_\_  
Adam White, Selectboard Chair

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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