

**TOWN OF GRAND ISLE
SELECTBOARD
MINUTES OF THE MEETING
January 15, 2018**

I. CALL TO ORDER: Adam White called the meeting to order at 7:02PM.

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

Board Members Not Present:

Community Members Present: Ron Bushway, Eric Godin, Donna LeClair, William LeClair, Shawn Mercy, Melissa Boutin, Isaiah Ellis-Monaghan, Jo Ellis-Monaghan and Rachael Griggs

II. GUESTS: None

Amend Agenda for Matters Not Listed: Adam White announced that there would be a fifth Monday meeting this month on January 29 at 6:00PM inviting the Grand Isle Boards and Committees. Also discussed will be the proposed Conflict of Interest Policy.

Bill LeClair asked what is happening with Sheriff's Departments purchase of the Nut Free Chocolate Factory building. Adam White said he was told the Grand Isle Sheriffs Department did purchase the building. They will be moving in sometime this summer. There is no money coming from the Town of Grand Isle itself. Any money that is coming in is through contracts and some through Homeland Security. Adam said he believes 1/3 is from the County, 1/3 from the Sheriff Department and the other 1/3 he assumes is from loans they have.

III. REVIEW and APPROVE MINUTES:

Diane Cota motions to approve the minutes of December 18, 2017 as written. Jeff Parizo seconds, all in favor and the motion passes.

Diane Cota motions to approve the minutes of January 9, 2018 as written. Jeff Parizo seconds, Bill Baron abstains, four in favor and the motion passes.

IV. NEW BUSINESS:

Capital Budget Plan Approval:

Shawn Mercy, Planning Commission Chair reported that the final plan is getting close. They want to get more accurate numbers. They did get some rough figures for the Town Garage.

Jeff Parizo, Ron Bushway, Road Commissioner and Brad Sheridan, Road Foreman visited the new Swanton Highway Department building. Swanton offered a copy of their building for Grand Isle to use. Shawn Mercy will keep the Selectboard updated.

The need for a new one-ton truck, tractor and mower for the Highway Department was discussed. Adam said looking at a possible carry-over with the current payment for the 2013 truck so it might be able to remove that from the Capital Budget.

Sign Fire Station Bond Document:

Adam White thanked Melissa Boutin, Town Clerk/Treasurer and Bill Baron for working with the Vermont Municipal Bond Bank. Bill said that Melissa did all of it. Melissa said the Selectboard would need to sign the application to be presented for the final approval. The closing date is set for February 28, 2018. Jeff Parizo asked if the Town Attorney has looked at them. Melissa Boutin confirmed the attorneys have reviewed the documents.

Jeff Parizo motions to approve and sign the Resolution and Certificate, the Loan Agreement, the Municipal Tax Certificate, the General Obligation Bond, the Certificate of Registration, the IRC Section 148 Certificate, the Assignment Separate From Bond, The Receipts and the Municipal Bond Post Issuance Compliance Procedures. All these documents relating to the (\$1,750,000.) one point seven five million dollar bond approved by the voters in 2012 for the Fire Station project. Bill Baron seconds the motions, all in favor and the motion passes.

Old Fire Station Building Update: Shawn Mercy, Planning Commission Chair gave the following update:

1. Shawn Mercy said they are waiting on an estimate from any of the structural engineers.
2. For a structural engineer to evaluate the building Shawn guesses around \$3000 to \$5000.
3. Jay Buermann from Buermann Engineering would check on the existing septic system. He recommends utilizing one of the two existing septic sites and to tie in the Town Office at the same time so they wouldn't have to go back for future permits. His estimate is around \$3000 to \$5000.
4. Shawn Mercy said the existing septic system wouldn't wash with the State. There is too much that is unknown as to where it is, what it is and how it's going to work.
5. When talking about a potential Library/Community space there would be a lot more bodies then just the fire station.
6. Adam White said in reality this project could cost around \$11,000 to \$12,000.
7. We may still have to go through Act 250; it's a 50/50 shot.
8. Shawn Mercy said the first step is to have a structural engineer look at it. Next step is the elevations and get a visual representation of what we might be looking at. If we have a lot of the Town support in something like this then we should move forward with the septic and the rest of it.
9. Shawn Mercy will let David Roy, Wiemann and Lamphere Architects know whom to contact on the Selectboard. Diane Cota is the contact person. Shawn Mercy said it could potentially be a lot less.

AnnaMarie DeMars motions to allocate the amount not to exceed \$5,000 for the PC to use for a construction engineer report for the Old Fire Station location and to come out of the (GI) Unrestricted General Fund. Diane Cota seconds the motion, all in favor and the motion passes.

Adam White said on Wednesday night the fire station ran out of fuel. The fuel company delivered about 150 gallons. The driver noticed a squeaking noise coming out of the fan. Adam said it has been making this noise for about three years. Bill Baron said he believes it's a bearing.

Adam said he wanted Shawn Mercy to know the Fire Department should be out of the old station optimistically within a month.

V. OLD BUSINESS:

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, down to final punch list items. Landscaping and finish grading will be held in abeyance until spring 2018.
- 2) Siding contractor working seven days per week...making good progress.
- 3) Generator installed and tested.
- 4) Final Electrical and Fire Marshall inspection held on January 12, 2018. Building passed inspection with only a few minor punch list items to be attended to by the sub-contractors. Bill Baron will be working with Nate Hayward to complete the DPS final project valuation form. DPS will need this form in order to issue a certificate of occupancy.
- 5) Barring any unforeseen difficulties, the GVFD should begin moving into the new station between January 24th and 27th.
- 6) Sub-contractors will be conducting systems operations and maintenance walk-throughs on Friday, January 19, 2018 and Wednesday, January 24, 2018.
- 7) Budget on track, but very tight. Bill Baron requested \$30,000.00 from the unrestricted General Fund surplus be held in reserve for any unforeseen project expenses. The goal is still to bring the project in on budget.
- 8) Nate Hayward submitted an invoice for the next installment payment in the amount of \$242,552.00.
- 9) Bill Baron will be speaking with Geoff Green, Act 250 District Coordinator concerning the planned pathway from behind the new Fire Station to the Town Office. The pathway makes no sense at this time and should be held in abeyance until the planning process is complete for the Poratti property and the old Fire Station. Bill Baron may need support from the Planning Commission.
- 10) Thank you to Brad Sheridan, Town Road Foreman and Ron Bushway, Road Commissioner for snow removal at the new Fire Station.
- 11) Public use of the community space at the new Fire Station will be held in abeyance until the siding contractor has finished. The contractor has tools, staging, ladders and siding materials positioned around the building creating a hazard to the general public.
- 12) Ray Mitchell and Bill Baron will be compiling information for a comprehensive O&M manual.
- 13) Once GIVFD begins using the new Fire Station, it will take an estimated three to four weeks for GIVFD to completely vacate the old station. Bill Baron will coordinate mothballing the old station with Ron Bushway.
- 14) Adam White asked Bill Baron to review insurance coverage for the new Fire Station with VLCT.
- 15) Bill Baron will provide a detailed budget breakdown at the first Selectboard meeting in February 2018.

Diane Cota motions to pay Hayward Design Build \$242,552 for the next installment. AnnaMarie seconds the motion, all in favor and the motion passes.

Bill Baron said the \$30,000 is an estimate and feels this is more than adequate and we may not need it at all. After discussion a motion was made.

Diane Cota motioned to hold \$30,000 aside as a contingency fund coming from the Grand Isle Unrestricted General Fund balance. Bill Baron seconds the motion, Adam White, Bill Baron, and Diane Cota approve, AnnaMarie DeMars abstains and Jeff Parizo opposes, the motion passes.

Highway Update: Ron Bushway, Road Commissioner reported that the sand pile is going down fast due to the cold weather. He stated salt doesn't work in the type of frigid weather we are having. On January 25 the Highway Department members will be attending the VTrans meeting with other Vermont Highway Departments held in North Hero to go over the Orange Book.

Buildings Facilities Manager Update: By Ron Bushway, Buildings Facilities Manager:

1. Landry Carpentry is doing a great job on the Town Office ceiling.
2. Ron approved a solid core door with a window for the rear exit.
3. Ron is checking on the older buildings during the cold weather.
4. Ron Bushway, Jeff Parizo and Brad Sheridan checked out Swanton's new Town Garage that was built for \$652,000.
5. Swanton said Grand Isle could make copies of their new garage plans, which cost them \$50,000.
6. Shawn Mercy said David Graham, PC suggested giving a donation to the Architect and the Town of Swanton for the use of their plans if we move forward with this project.
7. The structure is stick built, wood frame with steel roof.
8. The Board discussed finances and how to pay for this building and building a salt shed at the same time. The Salt Shed fund is around \$112,000, which is enough to build a new salt shed.
9. Bill Baron said it would take three or four weeks after moving into the new station to clean out the old building. Bill will give Ron a week's notice of when they are moved out of the old fire station building so it can be shut down.
10. Ron Bushway will contract Howard DeMars to look at the blower motor to see if the bearing needs replacing.

Finalizing Budgets:

Melissa Boutin, Town Clerk/Treasurer passed out the changes in the budgets and the Selectboard reviewed them with her.

Adam White said he would reach out to the School Board to make sure everything is a go for Town Meeting. The Selectboard is willing to go second so the information meeting will be held at the school Monday evening around 7:00PM on March 5th. Bill Baron is working on our power point presentation and will need pictures.

Adam White said Jeff Parizo brought up the Grand Isle Service Award and we should work on it in early February.

Alan Arthur has stepped aside as Town Moderator so we will need to get some one to take his place.

Bill Baron asked about shared services with North Hero regarding the ZAO position. Melissa Boutin said at one time Linda Effel was asked and said it seems nearly impossible because of the variables between Towns. Jeff Parizo said with two sets of Bylaws and two separate sets of paperwork he doesn't believe it would work.

No further questions about the budget. Melissa Boutin is thanked for her work on the budgets.

VI. REVIEW ORDERS and PAY BILLS: No questions regarding the bills.

VII. EXECUTIVE SESSION: None held.

VIII. ADJOURNMENT: AnnaMarie motions to adjourn at 8:46PM. Diane seconds the motion, all in favor and the motion passes.

Respectfully submitted,

Rachael Griggs, Selectboard Secretary

Date: _____

Adam White, Selectboard Chair

Date: _____