

**TOWN of GRAND ISLE
SELECTBOARD
MINUTES of THE MEETING
April 2, 2018**

I. CALL TO ORDER: Jeff Parizo called the meeting to order at 7:00PM.

Board Members Present: Jeff Parizo, AnnaMarie DeMars, Eric Godin and Rachael Griggs

Board Members Not Present: Diane Cota

Community Members Present: Ron Bushway, Bill LeClair, Donna LeClair, Denise Abbott Douglass and Shaw Mercy

Amend Agenda for Matters Not Listed:

Guests: Denise Abbott Douglass; Draw Bridge, Process (Rules) and Procedures Policy and Document Filing.

New Business: Curb Cut for Kristy Wheel Sub Division. Permit for laying pipes and wires at 35 Faywood Road.

Old Business: Preparations of agenda and finalize and approve Rules and Procedures Policy will be discussed as one topic.

Buildings Facilities Manager: Questions for Ron about Annex and RFP for Block School House Roof.

II. GUESTS: Shawn Mercy – Grand Isle Planning Commission: Shawn said the Planning Commission wanted to present an opinion to the Selectboard for review to convey their concerns on one of the policies that was adopted Feb. 20, 2017. It's in regards to Town appointed positions. We feel if someone is already on the board and wishes to continue when their term expires the Selectboard, if they choose can nominate that person without having to spend all the resources to post the positions. The purpose is for streamlining the process we already have in place. All but two members have signed so far, Jeff Parizo has recused himself and Andy Paradee will sign it tomorrow and it will put in the Selectboard mailboxes.

Denise Abbott Douglass: Denise said she has three items she wanted to discuss.

1. **Drawbridge:** She wanted to be sure people are aware of the meeting held on April 30 to discuss the replacement of the drawbridge and a Selectboard member should attend.
2. **Process (Rules) and Procedure:** Denise said she got the impression that at the first meeting of the new Selectboard that the Chair and Vice Chair had been pre-determined. She would have liked to see AnnaMarie (DeMars) name come up for the chair position because of her years of service to the Town and also wanted to thank AnnaMarie for her service.
3. **Document Filing:** Denise wanted to bring awareness to the Selectboard that other Towns are scanning old documents into word that are written in cursive. She feels because schools aren't teaching cursive the archived documents should be scanned sometime in the future so future clerks would be able to read them. Jeff said this would be very expensive and doubted it would be done anytime soon.

III. REVIEW and APPROVE MINUTES: Eric Godin motioned to approve the minutes of March 19, 2018. AnnaMarie DeMars seconded the motion, all in favor and the motion passes.

IV. NEW BUSINESS:

Permit for laying pipes and wires at 35 Faywood Road: Jeff Parizo read the permit information for David R. and AnnaMarie Sminkey for 35 Faywood Road written by Road Foreman, Brad Sheridan:

1. All pipes and wires under roadway or in right of way will be put in a sleeve.
2. Applicant will be responsible for sediment in road or shoulders of road and all blacktop damage for one year.
3. There will be no digging of road.
4. Applicant must contact the water department before digging to determine location of water lines.
5. Rachael Griggs asked if there was any information about contacting Dig-Safe.
6. Jeff Parizo wrote, "Selectboard condition 1, contact Dig-Safe" into the contract.
7. Jeff also said we should revamp the contract by permanently adding Dig-Safe as number 9 of the contract master.

Rachael Griggs motions to approve the permit for laying pipes and wires at 35 Faywood Road, Grand Isle VT for David and Ann Marie Sminkey as written by Brad Sheridan, Road Foreman. AnnaMarie DeMars seconds, all in favor and the motion passes.

Curb Cut: Ron Bushway presented a highway right-of-way permit application to the Selectboard for a curb cut for the Kristy Wheel sub-division at 107 Pearl Street. Encroachment is to the west side of said highway. Jeff passed around a map. It's a vacant lot right now and pending a single lot permit. Jeff read the information written by Brad Sheridan, Road Foreman:

1. Driveway to be put in B71 standards.
2. Drive must start 41 feet south of pole #76D3.
3. Single-family dwelling driveway to be 12 foot in width with 20 foot radii.
4. For more than one dwelling drive to be 24 foot in width with foot 20 radii.
5. No culvert needed at this time.
6. All excavation to be graded away from Town road.

AnnaMarie DeMars motions to approve the highway right-of-way access for Kristy Wheel Living Trust at 107 Pearl Street, Grand Isle VT. Eric Godin seconds, all in favor and the motion passes.

V. OLD BUSINESS:

Tannerite Use: Eric Godin researched using Tannerite after Denise Abbott Douglass brought this to the Boards attention after a Tannerite explosion occurred on Allen Road on March 10. Eric said he found it is considered by ATF a primary explosive, which means it has two parts to be combined. As far as Federal law is concerned when the two components are on their own they aren't considered an explosive. Once it's mixed, it falls under all the same regulations that explosives do under the ATF. It must be used when mixed; otherwise it's a violation of Federal Statutes.

The only mention of Tannerite in the VT Statutes is that it not allowed to be used at firing ranges run by the state.

There are no legal issues with what happened on Allen Road unless property damages happened as result of the explosion. That falls under Federal Statutes with very, very strict penalties. He said what he heard at the explosion on Allen Road they used about 25 pounds. We should hope this is an isolated incidence and it doesn't become a nuisance issue. One suggestion is we ask Sheriff Allen if he gets calls like this in the future if he could emphasis the manufactures recommended amount of use, which is no more then 2 pounds.

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AnnaMarie said she had talked with Sheriff Allen. She will call him again and ask if he is contacted by someone who is going to use Tannerite could he inform residents via social media that the recommended amount of Tannerite is 2 pounds.

Discuss Preparation of Agenda, pg. 30 (b) VLCT Selectboard Handbook and finalize and approve Rules and Procedures Policy: Jeff Parizo said the best way to avoid this conflict is for the Board to specify as part of its adopted Rules of Procedure, who will craft the agenda, how the content will be determined and who will have final say over the content.

AnnaMarie brought up number 1 the Chair will have final say of the agenda. AnnaMarie wanted to know what does the final say mean? Eric said it means if there is a dispute about an item that is going to be on the agenda, like one members wants it on and another wants if off, there is going to be someone on the Board who has the final say. AnnaMarie said we are writing this now as our Board but what if another Board later on wants it changes. Jeff said this isn't a policy or ordinance, this to be adopted every year. AnnaMarie said we should remember we are elected by the Town to listen to their opinions and their views. It was agreed to approve the Rules and Procedures Policy.

Eric Godin moves that we finalize and approve the Rules and Procedure Policy for the Town of Grand Isle Selectboard. AnnaMarie seconds, all in favor and the motion passes.

Conflict of Interest Policy: Jeff read the explanation of VLCT model policy. "The adoption of a conflict of interest policy by the legislative body does not preclude any other public body in the municipality from adopting its own conflict of interest policy (especially and appropriate municipal panel such as a development review board, which is required by 24V.S.A. 4461 statute to adopt rules governing conflicts of interest). However, doing so will mean that the members of the public body (DRB) will have to abide by both policies."

The DRB is happy with theirs and sign them every year. Whatever we adopt so will all other Boards have to adopt and the DRB will have two.

We are just discussing this tonight, not adopting it. We will discuss at the April 30 meeting. Rachael will send a copy to all chairs of the other Boards on April 13, remind them of the 5th Monday meeting on April 30 and add Conflict of Interest Policy to the agenda.

AnnaMarie-result of bench info from State Parks and Recreations Department:

AnnaMarie called a lady at VT P&R and did not get a call back. She will continue to try to reach out to them. She did get some information for Housing VT and will look into it. This will be moved to the April 16 Selectboard meeting.

Fire Station update:

Bill Baron, Liaison for the Fire Department gave the following update:

- 1) Please note: the removal of remaining items from the old Fire Station has not progressed beyond what was noted in the March 19, 2018 Fire Station update. The delay was due to a death in the family of the person responsible for coordinating the move. There is a collection of antiquated hard suction hose and wooden training structures located behind the old station. These items will be dealt with as the weather warms and the ground dries.
- 2) Project status: all interior work is complete and the contractor has returned to make a few adjustments to various systems. As previously mentioned, landscaping and finish grading will be held in abeyance until spring 2018.
- 3) The 36" electric kitchen range has been delivered and is waiting installation.

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- 4) The project budget remains as predicted with an estimated surplus between \$19,000.00 and \$25,000.00. This amount should cover most, if not all, of the interest payment due in April 2018. Bill Baron encourages all Selectboard members to review the financial information presented at the February 5, 2018 Selectboard meeting and contact him with any questions.
- 5) Bill Baron is working with Efficiency Vermont to finalize rebate for energy efficient lighting, mechanical appliances, etc. Final rebate form will require Selectboard signature.
- 6) The upgrade to paving is estimated to cost \$12,000.00. The paving will take place during the next paving season and will be tied into bidding for paving Town roads. Note: this additional paving was outside the original project scope for the new Fire Station.
- 7) Tree planting at the new Fire Station will be managed by Eagle Scout candidate, Nate Scandore as part of his Eagle Scout Project. Bill Baron will offer guidance and the Town will provide financial support (in accordance with the tree planting budget for the new Fire Station). One of the trees will be dedicated to Alan Arthur.
- 8) 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.
- 9) Ray Mitchell and Bill Baron will be compiling information for a comprehensive O&M manual.
- 10) GIVFD has requested, if funds remain at the end of the project, the Town purchase an AED for the community meeting room.
- 11) GIVFD has also asked for clarification on the use of electronic items (TV, LCD projector) in the community meeting room. The electronic hardware was purchased by GIVFD. If the TV or projector are damaged by a community group using the meeting room, will the Town replace the item, placing the onus on the Town not GIVFD to seek reimbursement for the damage?

Items 10) and 11) will be discussed at the April 16 SB meeting.

Highway Update: Ron Bushway, Road Commissioner gave the following update:

1. GM can't build the 2018 one-ton truck model. It will be built as a 2019 model but at the same price as a 2018.
2. Delivery will be in May or June.
3. The tractor will also be delivered in May or June.
4. Rachael Griggs asked Ron Bushway when the No Parking signs would be installed on the Town property North of the building where the Hub is located.
5. Ron said they couldn't put them in because the ground was frozen.
6. Rachael asked Ron to check with Brad Sheridan to get them installed.
7. Jeff said as a private citizen, not as a member of Selectboard, he will fill out a complaint form and see Linda Effel, ZAO about contacting the owner again to move his car.

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8. To be discussed at the April 16 meeting.
9. Denise Abbott Douglass reported there are broken bottles near telephone pole #39 on East Shore South Road. Jeff said if it happens again to call the Sheriff and have them take care of it.
10. The hanging ceiling insulation at the Transfer Station was removed last week. It took two days so there was a little more expense for the lift.
11. AnnaMarie asked about the Highway Department putting the American flags up before Memorial Day. New flags will need smaller to prevent them from catching in the wires. Twenty new American flags and one Canadian flag need to be ordered. Jeff and Rachael are going to look into who donated them before.

Buildings Facilities Manager Update:

Annex:

1. Rachael asked Ron, Building Facilities Manager if there was an audit done by Efficiency Vermont.
2. Ron said they replaced all but three windows due to lead. The three windows upstairs were wrapped and will need replacing.
3. Rachael asked if the attic ceiling is insulated. Ron isn't sure. He said he thought there were rolls of insulation in the attic. He will check.
4. Another question asked was if there are any major repairs he is aware of.
5. Ron said the only thing at this point that is needed is to replace the three upstairs windows that are wrapped.
6. To be discussed at the April 16 meeting: AnnaMarie checking with Barclay Morris.
7. Follow up with Ron after he checks the attic for insulation and replacing the three windows.

Block School House RFP: Ron passed out the RFP for roof repair on the Block School House for the Board to review. Public bid opening will be on May 7, executive session to be held to review the bids. Ron will post the RFP on FPF and at the three designated locations around Town. Eric will post on the website. The Board would decide who would be awarded the contract.

Jeff asked about the windowsills and shutters on the Hyde Log Cabin. Alan Landry repaired and put the shutters back on the building as well as replaced, painted and calked a board on the backside. He will be repairing the windowsills.

VI. REVIEW ORDERS and PAY WARRANTS: AnnaMarie DeMars motioned to approve and sign warrants. Eric Godin seconds the motion, all in favor and the motion passes.

VII. EXECUTIVE SESSION: Rachael Griggs motions to go into executive session at 8:38pm to review the applications for the position of Transfer Station Attendant inviting in Ron Bushway, Road Commissioner. Eric Godin seconds, all in favor and the motion passes.

Rachael Griggs motions to come out of executive session at 9:03pm with the decision that Ron Bushway will do more follow up on the applications for the Transfer Station attendant. We will review at another session. AnnaMarie DeMars seconds, all in favor and the motion passes.

Eric Godin motions to go into executive session at 9:04pm to discuss the Annex building lease. AnnaMarie DeMars seconds, all in favor and the motion passes.

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Rachael Griggs makes a motion to come out of executive session at 9:34pm with the decision to discuss the Annex building lease at the April 16 Selectboard meeting with Elaine Chasse. Eric Godin seconds, all in favor and the motion passes.

VIII. ADJOURNMENT: Eric Godin motions to adjourn at 9:34pm. AnnaMarie DeMars seconds, all in favor and the motion passes.

Respectfully submitted,

Rachael Griggs, Selectboard Clerk

Jeff Parizo, Selectboard Chair

Date: _____

Date: _____

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