

**TOWN of GRAND ISLE
SELECTBOARD
MINUTES of THE MEETING
April 16, 2018**

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

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

Community Members Present: Ron Bushway, Todd Boutin, Ben Ingalls, William Baron, Shawn Mercy, Denise Abbott Douglass, Melissa A. Boutin, Donna LeClair, William LeClair and Elaine Chasse

Amend Agenda For Matters Not Listed: Rachael Griggs said as the Selectboard clerk, she is responsible for the agendas. To ensure transparency we need to follow the VT League of Cities and Towns agenda rules. An item may only be added or removed from a meeting agenda as the first order of business at the meeting, 1.V.S.A. § 312 (d)(3)(A). “Items should only be added to that agenda when necessary to deal with an unforeseen occurrence or condition requiring immediate action.”

All other items should be placed on the agenda of the next regular Selectboard meeting or if necessary call a duly noted special meeting to address that item.

Jeff Parizo said under Buildings Facilities Manager move follow-up with Ron Bushway on ceiling insulation in attic and 3 windows replacements on second floor to the May 7th Selectboard meeting.

Todd Boutin, G.I.V.F.D. Chief asked to add a Fire Dept. Coin Drop on the May 7 SB Selectboard meeting.

Shawn Mercy, Planning Commission Chair asked to put G.I. Mitigation Plan on the May 7 meeting as well. So noted.

II. GUESTS: Shawn Mercy-PC: Discuss Tyler Billingsley-East Engineering’s Proposal of potential site analyses for Town Garage and Salt Shed: Shawn passed to the Board members copies of a short form Engineering Agreement – Town Garage Site Evaluation drawn up by Tyler Billingsley-East Engineering. He said Tyler would give us the best fit.

Three preliminary sites:

- Town Annex: Located on Allen Road adjacent to the childcare center and near the intersection with Adams School Road.
- Town Stump Dump (gravel pit): Located on Route 2, adjacent to VT Nut free Chocolates and Island Excavating.
- Behind New Fire Station: Located on Hyde Road, near the existing Town Garage.

1. Scope of Services:

- a. Site Evaluation
- b. Site Visit
- c. Desktop Evaluation
- d. Draft Report
- e. Final Report

2. Design and Permitting

Project Schedule

Cost Proposal

East Engineering will provide invoices at the end of each month for the work performed. Engineering Scope Item, Fee and Basis

Shawn Mercy said design and permit is not included. That would be the second step.

Diane Cota motions to approve \$3,000 for East Engineering to look into the properties for the Town garage site evaluation, which includes if needed \$90.00 per hour for meeting attendance. Eric Godin seconds the motion, all in favor and the motion passes.

Jeff Parizo signs the Authorization to Proceed document.

Shawn Mercy-PC: Nominate acting ZAO: Shawn Mercy said the PC proposed that the Selectboard nominated Jeff Parizo as acting ZAO.

Rachael Griggs made a motion to approve Jeff Parizo to become the acting ZAO for the Town of Grand Isle. Diane Cota seconds the motion, four in favor, Jeff Parizo abstains and the motion passes.

Shawn Mercy-PC: Present Capital Budget Plan. Shawn said the PC has developed a Capital Budget to be adopted as a working document. We can update this document as needs arise. As things get taken care of we can remove them from the document. The best part is the tables all communicate with each other so if we change one it changes the others. It started with NRPC and we quickly ran out of money. Thankfully Melissa Boutin, Town Clerk and Linda Effel, Assistant Town Clerk took the reins and took care of all the spread sheets and tables because they were not put into the program correctly at all. After months of hard work they got it all squared away.

Jeff Parizo said it is a lot to observe and did we want to move it to May.

Shawn Mercy-PC: Discuss Selectboards February 20, 2017 Appointed Positions Policy: The Planning Commission submitted a letter to the Selectboard on their position on this position. The PC feel it doesn't behoove the Town to have this policy in place if somebody is re-upping their position to go to all the expense of advertising and interviewing and going through that entire process if there is already people in place willing to donate their time. We wanted the Selectboards consideration on possibly updating that policy.

Jeff Parizo said AnnaMarie DeMars is going to go through all the policies and we are going to update all of them in the next six months or so.

Shawn said one other thing is the original structural engineer (for the old fire station building) did not get back in touch with him so he is getting another structural engineer who is going to meet with him Wednesday.

Elaine Chasse: Learning Adventure lease discussion. We met with Elaine Chasse to discuss the lease and she said it's good to know what our plans are in regards for what we are asking for rent. Elaine said the insulation in the building is horrible. Rachael Griggs said the Board has asked Ron Bushway, Buildings Facilities Manager to check into the insulation. We are also planning a walk through and will then talk about it at the May 21 meeting. Elaine Chasse said the fire and smoke detectors in the second floor were beeping so she took the batteries out. Todd Boutin, Fire Chief said she shouldn't have taken them out. The Selectboard will discuss this again at the May 21 meeting then invite Elaine to the June 4th meeting to discuss the contract.

III. REVIEW AND APPROVE MINUTES: April 2, 2018 AnnaMarie DeMars motions to approve the minutes of the April 2, 2018 meeting. Eric Godin seconds, four in favor, one abstain and the motion passes.

IV. NEW BUSINESS:

Hanson Lane Property for sale: The Board received a letter from the owner of the land on Hanson Lane stating the land is for sale for \$63,500 and is the Town interested in purchasing it. Diane Cota said the Town turned it down before and why would we spend money when we have land. Shawn Mercy will have it put on the agenda for the Planning Commissions next meeting with members of the Transfer Station and Ron Bushway, Road Commissioner. Jeff Parizo said he doesn't think we should take it off the table right now.

Letter from Lucky Puppies re Contract: Jeff Parizo read a letter from the owner of Lucky Puppies Dog Care and Boarding stating this is a 60 day notice that they will no longer take dogs from the Town of Grand Isle. After learning other towns are in the same situation the Board discussed what could be done. Jeff Parizo will call his friend in Milton and Diane Cota will call Jim Benson in North Hero for information.

Letter from G.I. School PTA for a fun run and permission to run on the Town roads: Jeff Parizo read the letter from the Grand Isle PTA Board requesting permission to host a 5K Fun Run on Saturday May 19. This would be an alcohol free event. Starting at the Rec Park on Donaldson Road, running south to Sweeny Farm Road, turning around heading north on East Shore South Road for a half mile, turning around again ending at the Rec Park. They are not looking to block off the road and have contacted the Sheriff's department. After discussion it was decided Diane Cota would contact the PTA secretary and discuss our concerns, having EMS there, talking to Sheriff Allen and possibly using the State Park instead. She will invite them to our May 7 meeting.

Liquor license for The Island Hub: Diane Cota makes a motion to renew the liquor license for one year for The Island Hub, located at 1 Hyde Road to sell malt and vinous beverages. Eric Godin seconds the motion. All in favor and the motion passes.

V. OLD BUSINESS:

AnnaMarie DeMars: Information follow-up on benches: AnnaMarie DeMars reported she called the school and Deb Bedron is going to call her with information on benches the school purchased. She also received some information from Donna LeClair but those were very expensive. Eric Godin suggested contact Burlington and Essex Technical Centers. Jeff Parizo said more research is needed and move this discussion to the May 7 meeting.

Letters of interest for EMD, EMD and appoint NRSW District Member.

Eric Godin read the letter from Mike Kemsley. Diane Cota said she talked with the woman for NRSW who has had conversations with him and said he sounds like a very good candidate. Eric said he has had conversations with him as well and agrees.

Diane Cota makes a motion to appoint Mike Kemsley to the Northwest Solid Waste District's Board. AnnaMarie DeMars seconds the motion, all in favor and the motion passes.

Rachael Griggs will contact Mike Kemsley and let him know we have nominated him to the NRSW Board. Melissa Boutin, Town Clerk said to let him know he will need to come to the Town Office to take an oath.

Letters of interest for and appoint Emergency Manager Director and EMD assistant:

Jeff Parizo said we have two letters of interest for EMD. He read one from Benjamin Ingalls and Diane Cota read the letter from Bill Baron. The Board moved the discussion to Executive Session later tonight.

Conflict of Interest Policy Discussion. Eric Godin's concern is if the people on the other boards have received the policy and have they had time to review it. Jeff Parizo said the policy has been sent to all Boards, Commissions and Committees. Melissa Boutin said her concern is if they have had meetings to discuss it. Jeff said we will continue this discussion at this coming 5th Monday meeting on April 30 and possibly reduce to meeting twice a year.

Fire Station Update: Updated information from Bill Baron, liaison.

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. A few items remain inside the building. GIVFD plans to have the space completely vacated in the next week or two. 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: Nate Hayward, Todd Boutin, Joe Clark and Bill Baron will be meeting to discuss schedule for completing a few fit and finish items. Landscaping

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and finish grading will be held in abeyance until spring 2018.

3) The 36" electric kitchen range has been installed. The State Fire Marshall's office has approved the installation.

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 will be meeting with Melissa Boutin to review project checking account.

5) Wiemann and Lamphere invoice for \$1600.00 to cover engineering fees given to Melissa Boutin for payment. This amount was approved by a previous Selectboard.

6) Bill Baron is working with Efficiency Vermont to finalize rebate for energy efficient lighting, mechanical appliances, etc. Final rebate form will forthcoming in the next week or two and will require Selectboard signature.

7) The upgrade to paving is estimated to cost \$12,000.00 to \$14,000.00+/- . General consensus was to solicit estimates from several paving contractors (Premier Paving, Chris Smail). Also, seek advice from Tim Parizo at Island Excavating about paving in advance of final grading, seeding and mulching. Note: this additional paving was outside the original project scope for the new Fire Station.

8) 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. A Bur Oak was donated by the Burlington City Arborist and two Autumn Blaze Maples were donated by Branch Out Burlington. The Northern White Cedar hedge row trees are proving to be elusive. The primary nursery for the cedars has gone out of business and the backup nursery is sold out. Bill Baron is exploring other options.

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.

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10) Ray Mitchell and Bill Baron will be compiling information for a comprehensive O&M manual.

11) GIVFD has requested if funds remain at the end of the project, the Town purchase an AED for the community meeting room. Selectboard approved this proposal. Melissa Boutin recommended AED's be purchased and placed in all Town facilities.

12) GIVFD 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 is 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?

Much debate ensued with regard to the use of electronic hardware in the community room. The Selectboard will consider the matter and discuss at a future meeting.

Discuss items #10 & #11 from last weeks fire station update:

See 11) & 12) above. The last item will be moved to the May 7 Selectboard meeting.

Highway Department Update:

No Parking Signs on Town property east of the Town Office: Linda Effel, ZAO is to address the parked car issue (still parked on Town property). Large boulders will be put down tomorrow.

Flags along Route 2: Jeff Parizo has talked with Woodman Life Insurance Group. Jeff will let them know we need 20, 2x3 flags. The larger ones get caught in the wires.

Auto Car: Ron Bushway, Road Commissioner said the Auto Car is rusting out and needs to be replaced. Jeff Parizo said there is \$60,000 in the Transfer Station reserve fund. Melissa Boutin said if you put money down and finance it for less it should be done now, this fiscal year as it would tie into that table. The truck is 28 years old. Ron said Brad Sheridan, Road Foreman has three bids for a replacement. Jeff said the Selectboard needs to see the three bids and move this to the May 7 meeting. This is for the Transfer Station, not the Highway Department.

Buildings Facilities Manager Update:

AnnaMarie DeMars; Findings from Barclay Morris on Energy Audit of Annex building. Moved to May 21 Selectboard meeting.

Discuss buildings work templates with Ron Bushway: Ron Bushway, BFM made copies of the charts he put together with help from Melissa Boutin and Colleen Bushway. Jeff said he wanted to say Melissa has been helping the PC with the Capital Budget Plan and doing this work as well as doing her regular work. We are keeping her very busy. Ron said she pays all the bills so she was able to go back and get a lot of dates for him. Colleen took minutes at the Library for many years and has been active with the old School House and Log Cabin so he said they deserve an honorable mention. Jeff said at the end of the day it proves everyone is coming together to work on something that benefits the Town. Ron said this is something Bill Baron brought up when he was on the Selectboard. He wanted a manual on the work that is being done on all the buildings. Other towns don't have them. Georgia is hiring it out and the first pass cost \$2,000. Diane Cota said we wanted something like the manual in place to be able to look at and see when things need to be done. Jeff said we need to look this over and review it with Ron at a later date.

Jeff asked Ron when the last time was he walked through the Annex. He said last week when checked on the insulation. Todd Boutin, G.I.V.F.D. Chief said he wants to do a walk through at the Annex with Elaine Chasse. Ron, Todd, Diane and Rachael will set a time and do a walk through soon. We will discuss everything on the Annex on May 21. On June 4 we will invite Elaine Chasse back for executive session to discuss the lease.

Annex: Follow-up with Ron Bushway on ceiling insulation in attic and 3 window replacements on second floor.

Discuss buildings work templates with Ron Bushway. This will be discussed at the May 21 Selectboard meeting, after the walk through.

- VI. REVIEW AND SIGN WARRANTS:** Jeff asked Melissa Boutin, Town Treasurer questions he had for her and AnnaMarie asked two as well. AnnaMarie made a motion to approve the warrants. Diane Cota seconded the motion, all in favor and the motion passes.
- VII. EXECUTIVE SESSION:**
Discuss responsibilities of Buildings Facilities Manager inviting in Ron Bushway, acting BFM. Diane makes a motion to go into executive session at 9:08pm to discuss BFM inviting in Ron Bushway. Eric Godin seconds the motion, all in favor and the motion passes.
- Diane Cota makes a motion to come out of executive session at 9:19pm with Ron Bushway with no decision was made. Jeff Parizo seconds the motion, all in favor and the motion passes.
- Transfer Station applications.** Jeff Parizo makes a motion to go into executive session at 9:20pm to discuss the Transfer Station applicants. Diane Cota seconds the motion, all in favor and the motion passes.
- Jeff Parizo makes a motion to come out of executive session at 9:32pm with the motion we are going to allow Ron Bushway and Brad Sheridan hire a person at the transfer station with a 90 day trial period. Eric Godin seconds the motion, all in favor and the motion passes.
- Discuss the EMD, EMD Assistant:** Jeff Parizo makes a motion to go into executive session to discuss the Emergency Manager Director applications at 9:33pm. Eric Godin seconds the motion, all in favor and the motion passes.
- Eric Godin makes a motion to come out of executive session at 9:36pm with the decision to nominate Ben Ingalls as the Emergency Manager Director and Bill Baron as Emergency Manager Director Assistant. Jeff Parizo seconds the motion, all in favor and the motion passes.
- Building Facilities Manager Appointment:** Jeff makes a motion to appoint Ron Bushway the Building Facilities Manager for a three-year term. Eric Godin seconds the motion. There was a discussion. Diane Cota said she would rather do a one-year term to see how it works out. Rachael Griggs asked if we need a BFM as the Highway Department does most of the work. AnnaMarie said it's obvious it is needed. Jeff Parizo said we still would need to look into hiring another highway employee. AnnaMarie would rather do it for three years. She said he is doing the best he can with what he works with. Jeff and Eric are willing to do it for one year.

Jeff Parizo motions to take the previous three-year motion off the table and make a new motion to appoint Ron Bushway for a one-year term as Building Facilities Manager. Diane Cota seconds, 4 in favor, Rachael Griggs opposes. The motion passes.

VIII. ADJOURNMENT: AnnaMarie DeMars motions to adjourn at 9:40pm. Eric Godin seconds the motion, all in favor and the motion passes.

Respectfully submitted,

Rachael Griggs, Selectboard Clerk

Jeff Parizo, Selectboard Chair

Date: _____

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