

**TOWN of GRAND ISLE  
SELECTBOARD  
MINUTES of THE MEETING  
May 7, 2018**

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

**Board Members Present:** Jeff Parizo - Chair, Diane Cota, - Vice Chair, AnnaMarie DeMars, Eric Godin and Rachael Griggs

**Community Members Present:** Ben Ingalls, Todd Boutin, Rob Bushway, Donna LeClair, Denise Abbott Douglass, Bill Baron and Melissa Boutin

**Amend Agenda For Matters Not Listed: AnnaMarie DeMars** – Discuss Fred Reus property on Route 2, moved to May 21 meeting.

**Bill Baron** – Discuss decision on EMD position, moved to executive session.

**Ron Bushway-Road Commissioner** – Curb cut for Fish and Wildlife on Bell Hill Road at Solar Array, moved to Highway Department Update.

**Denise Abbott Douglass** – Two items, 911 incident to do with Grand Isle and South Hero and Dogs – Moved to May 21 meeting. She has a question about getting on the agenda. Jeff Parizo explained she is to call the Selectboard clerk, not Town clerk, and that the State Statute states the chair has the final decision of the agenda. Also items on the agenda need to be things we have power over, things we can work on otherwise if it's information that need to get out there Front Porch Forum is where to put it.

**II. GUESTS: Amy L. Thompson – G.I. PTA Fun Run:** Did not show up.

**Ben Ingalls EMD–Present the Emergency Operations Plan:** Ben Ingalls, EMD presented the Emergency Operation Plan (EMP) for 2018 stating it has been sent to the State and approved. He is looking to expand this to businesses and get contact information from them.

Diane Cota made a motion to adopt the 2018 Emergency Operation Plan for Grand Isle on May 7, 2018. Eric Godin seconds the motion, all in favor and the motion passes.

**Request for Fire Dept. Coin Drop: Ben Ingalls-GIVFD**

- Last year the Fire Department held a coin drop on US Route 2 near St. Josephs Church and through donations brought in \$3328.82
- Biggest concern is safety, better signs and more cones will be added this year
- Has application from the State of Vermont
- Has certificate of insurance from Kinney Insurance
- Sheriff Ray Allen has given approval and will have an increase in police presence
- Letter for approval from Selectboard is needed
- Coin drop this year would be on July 7, 2018 with rain date of July 14. Rachael Griggs will prepare approval letter from the Selectboard, email it to Melissa Boutin, Town Clerk to be printed on Town letterhead. She will get Jeff's signature and mail it out.

Diane Cota makes a motion to approve the coin drop for the G.I. Fire Department on July 7 (rain date July 17) in front of St. Josephs Church. Rachael Griggs seconds the motion, all in favor and motion passes.

**III. REVIEW AND APPROVE MINUTES: April 16 and 30, 2018:**

Eric Godin makes a motion to approve the minutes of April 16 and April 30. Rachael Griggs stated two corrections made after the minutes were posted. Diane Cota seconds, all in favor and the motion passes.

**IV. NEW BUSINESS:**

**Capital Budget Plan Approval:** There was a brief discussion.

AnnaMarie makes a motion to approve the Capital Budget Plan approved by the Planning Commission on May 4, 2018. Rachael Griggs seconds the motion, all in favor and the motion passes. Now the CBP has to be posted.

**Memorial Brick:** With Bill Baron's mother passing Rachael Griggs makes a motion that the Selectboard buy a brick in memory of Doris Baron. Eric Godin seconds the motion, all in favor and the motion passes. (The \$100 brick will be at the new G.I. Fire Station)

**MOU – State of VT Fish Hatchery and Grand Isle:** After discussion Road Commissioner Ron Bushway confirmed that the Town does plow the road at the Fish Hatchery. Melissa Boutin offered to reach out to the State representative and invite him to a Selectboard meeting, possibly May 21 or June 4.

**Approval of Hazard Mitigation Plan from NRPC:** Jeff Parizo reported we have to have this plan in place to be able to be under the FEMA program and to lower our expenses if we have an emergency. This plan is written by Shawn Coleman, NRPC. This is new and has to be done every 5 years. We don't usually have a lot of emergencies and the Grand Isle plan is way ahead of other towns. Bill Baron brought up the Emerald Ash Borer has been detected in 3 counties in VT. After discussion Jeff Parizo invited Bill to give a power point presentation on the Emerald Ash Borer in June or July.

Jeff Parizo makes a motion to approve the Town of Grand Isle VT Hazard Mitigation Plan 2018. It's pending adoption date by FEMA April 16, 2018; it's good for five years. AnnaMarie DeMars seconds the motion, all in favor and the motion passes.

**V. OLD BUSINESS:**

**Service Awards Benches:** AnnaMarie DeMars brought information on a Service Award Bench to be put at the Hyde Log Cabin/Block School House location to honor Donnie and Fay Chamberlin.

Diane Cota makes a motion to purchase the bench at Tinkers' Barn for \$150.00 in honor of Fay and Donnie Chamberlin to be located at the Block School House. Jeff seconds the motion, all in favor and the motion passes.

Jeff said the bench has to be secured. AnnaMarie asked if it could be stored in the School House during the winter.

Jeff noted the tractor seat to honor Arthur Goodrich is in the Town Office and hope people will stop in to see it. It will eventually be secured outside the Town Office. They also discussed replacing the spirea bush to honor Charlene Southwick. Jeff will talk to Todd about the bench for John Lawrence and Diane will research prices for getting plaques made.

**Canadian Flag Purchase:** Rachael Griggs researched purchasing a Canadian flag. Jeff Parizo makes a motion that Rachael would purchase a Canadian flag from American Flag and Pole for \$18.00. Eric Godin seconds the motion, all in favor and the motion passes.

**Fire Station Update:**

**Clarification on Use of Electronic Items:** Diane Cota makes a motion that the Town takes on the responsibility if there is any damage to the electronics (TV and projector) by a community member while they are using the community room. It would be the responsibility of the Town/Selectboard using insurance to seek replacement. AnnaMarie seconds the motion. Discussion followed:

- Bill Baron said as explained by the Fire Department (Joe Clark & Todd Boutin) if someone (community member) damages the TV, the Town would replace the TV or have it repaired. They would then go seek reimbursement from the party that damaged it and keep the Fire Department out of the picture.
- Eric Godin said it seems to him we shouldn't put expensive equipment in a community room
- Bill explained that this room is the training room for the Fire Department
- Diane said it is a community room and if a community member breaks it, it should be on the town
- AnnaMarie said there is going to be a sign up sheet with names of the group signing up.
- Bill will be bringing a draft sign-up sheet for the Selectboard to review
- Melissa Boutin said one quick clarification. If the Fire Department was responsible for damaging the TV or any electronic device, the Fire Department would replace it. If it were strictly used by the Fire Department then anything that happened would be on the Fire Department
- Denise Abbott Douglass said the public is extremely respectful of the bingo machine at the church

Jeff said there is a motion on the floor and asked if there is any more discussion, there was none. All in favor and the motion passes.

Bill passed out a spreadsheet of remaining expenses for the new Fire Station and he reviewed it with the Board.

- Stockpile of stone facade from the new fire station that needs to be put inside, maybe at the Transfer Station. This will be discussed at the May 21 meeting
- Flag pole will be adjusted
- Flag will go up at open house
- Bill asked if anyone has pictures of firefighters from years ago to send them to him
- Discussed topcoat paving at the new station

Jeff Parizo made a motion that Ron Bushway, Road Commissioner and Brad Sheridan, Road Foreman work with Bill Baron, Fire Department Liaison between the Fire Station and the Selectboard to work on the paving for the Fire Station not to exceed \$16,000 and to lock in a price and a time frame as soon as they can. Diane Cota seconds the motion, all in favor and the motion passes.

**Bill Baron gave the following Fire Department Update:**

- 1) Old Fire Station: All Fire Department items with the exception of two hydraulic hose reels and a small hydraulic pump have been removed. The interior has been swept. A question about the old sink fixture has surfaced. Apparently, the sink and cabinet were

- donated to the Fire Station many years ago by Willis Griggs. The Griggs may want the sink and cabinet if there is no longer a need to have these items in the station. There is a
- 2) 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. Ron Bushway and Brad Sheridan will locate inside storage space for the surplus block remaining from the Fire Station project.
  - 3) Project status: Nate Hayward, Todd Boutin, Joe Clark and Bill Baron met to discuss schedule for completing a few fit and finish punch list items. Landscaping and finish grading is scheduled to begin on Wednesday, May 9, 2018.
  - 4) Budget: The project budget remains as predicted with an estimated surplus between \$19,000.00 and \$25,000.00. This amount will not cover all of the interest payment due in April 2018. The interest payment was estimated to be \$23,000.00. The actual interest payment was \$35,097.22. The difference is due to an increase in the interest rate from 1.35% to 2.00%. As a result of the increase in the interest rate, the project will exceed the budgeted amount by an estimated \$7,000.00 to \$9,000.00. GIVFD, through funds raised for construction of the station, will cover this expense. Please reference the accompanying spreadsheet for further details.
  - 5) Efficiency Vermont: has finalized the energy efficiency rebate in the amount \$5,000.00. A Selectboard member will need to sign the incentive agreement within 30 days of May 4, 2018 and submit the agreement to Efficiency Vermont for payment.
  - 6) Paving: Four companies have been contacted and offered an opportunity to submit a proposal for adding a 1.5 inch overlay to the existing paved areas at the new Fire Station. The four companies include: Rox Paving, ST Paving, Premier Paving, and Chris Smail Paving. To date: two estimates have been received: Rox Paving (\$15,830.00) and Premier Paving (\$14,500.00). The paving estimates are slightly higher than the original estimates (\$12,000.00 to \$14,000.00) due to an increase in petroleum prices. The Paving Contractors suggest waiting for warmer weather to apply the overlay. According to the contractors, there is better adhesion between the overlay and the base pavement when the pavement is warmer. Ron Bushway, Road Commissioner, and Brad Sheridan, Road Forman, review proposals and will execute a contract in an amount not to exceed \$16,000.00. 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. 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 hedgerow trees have been purchased from Pierson Nurseries in Dayton Maine. Bill Baron will be picking up the trees on Wednesday, May 9, 2018.
  - 8) Ray Mitchell and Bill Baron will be compiling information for a comprehensive O&M manual.

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 n 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.

The Selectboard voted to replace any items, including electronics, damaged by community group(s) using the community meeting room at the new Fire Station. The Town will seek reimbursement for the damage from the group(s) responsible for the damage.

Denise Abbott Douglass thanked those who have worked to raise money for the new station.

**Efficiency Rebate for Fire Department:** Eric Godin makes a motion to sign the efficiency rebate for the Town of Grand Isle. AnnaMarie DeMars seconds the motion, all in favor and the motion passes.

**Highway Department Update:**

**Auto Car:** Moved to May 21 or June 4 meeting.

**No Parking On Hyde Road:** Ron Bushway stated the car parked on Town property on Hyde Road will be moved (by owner) by the end of the week. Jeff Parizo asked to have a rock placed where the car was but not to block the right of way. Also mentioned the no parking sign looks to be going in the wrong direction.

**Wormser Right of Way Curb Cut on Town Line Road – moved to May 14 meeting**

**State of VT, Fish and Wildlife Curb Cut:** After discussion of the solar array a motion to approve the curb cut at 15 Bell Hill Road was made.

Diane Cota made a motion to approve a curb cut for the State of VT, Department of Fish and Wildlife at 15 Bell Hill Road. Eric Godin seconds the motion, all in favor and the motion passes.

**Buildings Facilities Manager Update:**

**Annex Energy Audit and Report on Walk-through:** Rachael Griggs reported on the walk-through of the Annex with herself, Ron Bushway, BFM, Fire Chief Todd Boutin and Elaine Chasse, Learning Adventure owner.

- The Annex building looks to be sound
- Rear exit door freezes in the winter. – Should be weatherized and able to work at all times
- First floor windows and outlets have air leaks, need weatherizing
- Exhaust fan in kitchen area needs to be disconnected – Chief Boutin said until this is done he wanted the switch taped
- Chief Boutin also recommended two CO detectors on the first floor, one in each room on the first floor and located near the floor, not on the ceiling
- Fire extinguisher missing in basement. Elaine said it needs to be recharged
- Tile in kitchen near sink is cracked and broken
- Missing tiles in entryway ceiling
- Crumbling container of dirt in basement needs to be removed as it is moldy
- Window in upstairs large room needs to be permanently closed as an electric cable attached to the building is just outside the window
- Bulbs in light in the center of the large upstairs room need replacing
- Insulation in attic seems to be thick but a few bare spots that need covering

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- Some cement blocks in small chimney
- need to be re-chinked and bracket has slipped down
- Hole in siding on the east side
- Suggest basement door needs to be locked
- Calking windows would help
- Led paint remains an ongoing issue and must be inspected yearly
- Batteries in smoke detectors were replaced but units are outdated. They are scheduled to be replaced with hard-wired and battery backup unit
- Ron said he would need to inspect the Annex each month

Elaine Chasse would like to use the upstairs for a CPR class. Rachael said the leftover items in the room at the top of the stairs should be removed before this class is held. The Board is ok with her using the upstairs for the CPR class.

**Maintenance Charts:** Diane Cota wanted to have some kind of chart to keep track of maintenance work done and entered with dates in a manual.

**Lawn Care Bids:** Melissa Boutin, Town Clerk/Treasurer brought up the Lawn Care Bid. This will be discussed in executive session at the special Selectboard meeting on May 14, 2018.

Ron said a new person has been hired for working at the Transfer Station.

**REVIEW AND SIGN WARRANTS:** AnnaMarie reviewed the warrants as she had not seen them earlier. Diane makes a motion to accept the warrants. Eric Godin seconds the motion, all in favor and the motion passes.

## VI. EXECUTIVE SESSION:

Bill Baron was asked to step out of the room for a few minutes.

**Block Schoolhouse Roof Bids:** Jeff Parizo makes a motion at 9:03pm inviting Ron Bushway, BFB in to discuss the Block Schoolhouse Roof Bids. Diane Cota seconds the motion, all in favor and the motion passes.

Diane made a motion at 9:07 to come out of executive session, no bids received. Jeff Parizo seconds the motion, all in favor and the motion passes. Moved to May 14 or 21 meeting.

Diane Cota makes a motion at 9:07 to go into executive session to discuss Lawn Care Bids. Jeff Parizo seconds the motion, all in favor and the motion passes.

Diane Cota makes a motion at 9:07 for Ron Bushway to contact Gene McAlister to do a one time Lawn maintenance and cleanup as soon as possible at the Grand Isle, Town Office, Library, Rec Park, Block School House, Log Cabin and the Transfer Station. We will need a bid, Ron will contact Jeff Parizo with the amount. Jeff will make a decision. Eric Godin seconds the motion, all in favor and the motion passes. Lawn care bids for the 2018 season will be discussed on the May 14 meeting.

### **Bill Baron – Discussion on decision of EMD Position:**

Jeff Parizo made a motion to go into executive session at 9:10 inviting Bill Baron at 9:10. Diane seconds the motion, all in favor and the motion passes.

Jeff Parizo makes a motion to come out of executive session at 9:15 with no decision made. Diane Cota seconds the motion, all in favor and the motion passes.

Jeff Parizo listed items for meetings on May 14 and 21.

**VII. ADJOURNMENT:** AnnaMarie DeMars motions to adjourn at 9:21. Diane Cota seconds the motion, all in favor and the motion passes.

Respectfully submitted,

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Rachael Griggs, Selectboard Clerk

\_\_\_\_\_  
Jeff Parizo, Selectboard Chair

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

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