

**Grand Isle Select Board**  
**Minutes of the Meeting**  
**Monday, June 7<sup>th</sup>, 2021 6:00pm via Zoom**

**I. CALL TO ORDER**

**Board Members Present:** Jeff Parizo – Chair, AnnaMarie Demars – Vice chair; Diane Cota, Adam White, Eric Godin

**Community Members Present:** Rachael Griggs, Randy Gover, Linda Effel, Ron Bushway, Lucille Campbell, Jean Prouty, Mitchel Richardson, Esther Blow, Joe Longo, Mark Cobb Sr, Bianca Adams, Shannon Bundy, Buddy Meilleur, Tonya Poutry, Michael Donoghue, Melissa Boutin, Bill Stone, Andrew Harwood, Tyler Wren, Ray Mitchell, John Lafayette, Kristina Botala,

**Select Board Members to Amend Agenda for Matters Not Listed:**

**Highway Department Update:** Road painting at 4 corners of Hyde and Reynolds. -Jeff

**New Business:** \$350,000 in investments listed in quarterly report. - Jeff

**Old Business:** Update on speed limit changes. – AnnaMarie  
Town Signs – AnnaMarie

**II. GUESTS**

**Tyler Wren and Andrew Harwood – Wrenegade Sports:** Jeff Parizo asks Tyler Wren to read the email he had sent to the board earlier that day. Tyler says they are planning to host another event starting at Snow Farm Vineyard on the weekend of July 16<sup>th</sup> to July 18<sup>th</sup>. Tyler indicates that because of COVID, they are seeing smaller groups of participants. Tyler says Friday and Saturday would consist of small group bike tours with 25 – 75 people, which should pose little impact. On Sunday the 18<sup>th</sup>, they are having a larger group of 200 – 250 participants for a pared down version of the Fork to Fondit events they have held in previous years. Tyler says that the Sheriff is aware of the event. Tyler says that participants will be released in waves, rather than all at once, to minimize traffic impact. All participants will have to wear bib numbers for easy identification. All participants will be informed that they are to follow all traffic laws and ride no more than two abreast. Tyler says the event will be advertised in the Islander and on Front Porch Forum. Adam White mentions the special event permit, and notes that it applies to groups of over 100. Tyler acknowledges that Sunday's event will exceed 100 people and will fill out a permit. Jeff asks about the locations of the cooling areas. Andrew Harwood states there will be 3 staff members with the small groups on Friday and Saturday. Andrew says that the cooling areas will be at the local farms, in similar spots to previous years. Jeff asks if the tour will stop at Pomykala's farm this year, as there was an issue there in a previous tour. Andrew says there would not be a cooling station there, but riders would be passing by. Jean Prouty mentions the tour 2 years before saying that she had a couple bad experiences with riders being

unsafe. Andrew thanks Jean for letting them know about the issue, as that is what helps make the tours safer. Jeff asks if there would be any lawn signs used for advertising. Tyler says they CAN put signage out if the Select Board would like them too. Jeff mentions several spots along Route 2 that would allow signs. Bill Stone asks if the tour will go into North Hero. Andrew confirms that the tour will go through North Hero up to the turn off to Isle La Motte. Bill asks how they will handle the traffic flow at the drawbridge. Andrew says that they are in the loop on the construction updates and that participants will cross following all traffic laws while crossing the bridge. Linda Effel asks if they have checked with North Hero's Select Board. Tyler states that they have been in contact with North Hero's Board. ***Jeff Parizo moves to approve the Wrenegade Sports bike tour for July 16<sup>th</sup> through the 18<sup>th</sup> special events permit. Diane Cota seconds. No discussion. Jeff calls the vote, which passes unanimously.***

### **III. GUEST OPEN COMMENT FOR ITEMS NOT ON AGENDA**

Linda Effel asks if Adam White had checked on other towns about the storage of personal property policy, which had been brought up at the March 18<sup>th</sup> meeting, and didn't come up at the next one as had been expected. Adam says he had reached out to Milton, Georgia, South Burlington, and Burlington, and none of them had a policy in place. Adam then says that the Select Board will have to decide what such a policy would contain and craft it themselves. Diane says the VLCT did not have any guidance on the issue. Eric suggests putting this item on the next agenda and working together to craft a policy that is effective for everyone.

Ray Mitchell thanks the Select Board for supporting the vaccination clinics at the fire department. Ray says there were 15 clinics conducted, with 1408 vaccinations given of the two dose vaccines. Ray says that as of now, there are no further clinics scheduled. Ray mentions in summertime, there may be no clinics, due to concerns of keeping the vaccines cold. Adam White thanks the Grand Isle Volunteer Fire Department Auxiliary and the Masonic Lodge in South Hero for putting on a lunch for all the healthcare workers involved in the vaccination effort.

Bill Stone asks if the board had received the quarter financial reports that had been discussed previously, and if they were available for the public to view. Jeff Parizo responds that the Board did receive the reports, and he would email a copy to Bill. Eric says anyone who would like a copy can email him and he will supply the documents. Mitchel Richardson asks if the donation policy could also be discussed along with the personal property policy. Jeff says we will add that to the agenda for the next meeting. Joe Longo asks about the town signs, and Jeff tells him AnnaMarie is going to talk about it later in the meeting.

### **IV. HIGHWAY DEPARTMENT UPDATE**

Ron Bushway says the misspelled signage that was put in on Friday was corrected earlier in the day. Ron says that Brad Sheridan had shoulder surgery and has very limited duties at the time. He says that Randy Gover has been helping out a lot. Jeff Parizo asks

if Brad would be out all summer. Ron says that he was told 6 to 8 weeks, but that was subject to change, and Brad would likely be out for most of the summer. Ron says that the transfer station is all caught up on hauling out dumpsters. Ron also says that most of the inside items have been moved from the old Town Garage to the new, but most of the office equipment was still there, and that there were still highway items in the old Fire Station. Randy Gover started some roadside mowing. Ron says that a second free metal day on August 14<sup>th</sup> was feasible, but Brad normally ran the excavator to pack things in. Ron says he thinks we should go ahead and advertise the second free metal day. Ron then says that there has been work done at the Annex driveway to comply with VTRANS conditions to close off one entrance, and is nearly complete. Ron says that with Brad out, Randy Gover has been picking up the slack, but the highway department would like to hire some part time help; and that Michael Gover and Brad Sheridan Jr had offered to help out. Diane Cota asks if Michael has a license to drive the equipment like the tractor. Ron says that a license isn't needed to drive the tractor, and that Mike is going for a CDL test later in June. He also states that if someone is hired, they would be covered by the town insurance. Diane then asks if we need to advertise the position. Ron says he knows that we normally do that, but as the highway department is in need of help and the position is part time, he'd like to move forward with hiring. Ron also says that there haven't been many applicants for the position. Randy Gover states that Michael has been delayed in getting his CDL due to COVID, but that he is getting it soon and he wants to work. Diane states the board should follow it's own policies, and it's possible to both advertise the position and still have part time help. Eric Godin thanks Randy for all the work he has put in; and goes on to say he thinks that the Board should put out a job posting, but if Mike Gover already has an application on file that he can be considered for the position. Eric goes on to say that the highway department is in a tight spot and he thinks we should consider hiring Mike on a provisional basis. Diane and Jeff Parizo agree. Jeff points out that finding CDL drivers is difficult as they are in high demand, and if Mike is getting his CDL, it could be a win-win for the town. Jeff Parizo asks what the Board would like to do. Joe Longo asks about possible conflicts of interest in letting anyone work. Jeff says he doesn't see a conflict of interest there. AnnaMarie points out that when things get tough, people in the community step up to help and that we should be thankful. Jeff asks if the board is okay with having Ron keep bring Mike Gover and Brad Sheridan in to help out. Diane and Eric agree. Jeff says he spoke with the town treasurer about payroll dollars in the highway department, and was told there was over \$30,000 in that fund, and \$5000 in overtime. Jeff says that he feels it's time to move up to 3 full time highway department employees. Joe Longo asks if those monies will cover overtime in the winter for plowing. Jeff points out that the winter will fall in the next fiscal year. Adam White asks what the salary would be for another employee, noting that Hartford starts at \$17 per hour. Ron says he thinks \$17 is where they had been starting people. Adam says that when we do hire another person, we should check to see what the average rate of pay is for highway employees. The town Treasurer says she doesn't know what Brad Jr. was making as he had only worked a few times last year. Jeff asks Ron what he would like to do. Ron says he already has employment forms ready to go, and he would like to start work with Mike

Gover and Brad Sheridan Jr. Diane suggests checking to see if there are any veterans getting out of the military that would be looking for work. Ron will notify the Board via email of his actions.

**Building Facilities Manager Update:**

Adam White asks Ron Bushway about a new dumpster that the town had authorized for purchase the previous year. Ron acknowledges it was purchased and is on the lot, but has not been set up yet. Ron says the new dumpster will be safer, as people will not have to climb a set of stairs to throw out recycling. Ron says Friday he met with Efficiency Vermont at the new town garage, where the equipment and lighting was inspected, as part of the grant for \$1950 that Jeff Parizo has been working on. Jeff acknowledges that all the paperwork has been signed. Ron says he has been working at the Historical Society, and needs to do some work on the restroom, but the water is on. Ron says the heat/cooling pump at the library is up and running. Ron says he has also taken the roof of the A/C unit at the Town Office. Ron says that Jean Prouty had asked him about getting a fire extinguisher for the new barn, and Ron says one will be repurposed from the old Town Garage.

**V. REVIEW AND APPROVE MINUTES OF MAY 28<sup>TH</sup> SPECIAL MEETING**

*Diane Cota moves to approve the minutes of the May 28<sup>th</sup>, 2021 special meeting. Adam White seconds. No discussion. Jeff calls the vote, which passes unanimously.*

**VI. NEW BUSINESS**

**Review Curb Cut and Laying of Pipes and Wires Permit:** Jeff Parizo says that it would make sense to add the language "Subject to review of thirty days" to the permit after the Board had to hold a special meeting to approve a permit. Jeff says that this would alleviate last minute permits. Jeff says that the zoning administrator gets thirty days to review permits, and asks if the board thinks the addition would be a good idea. The Board concurs. Ron Bushway points out that the Board holding a special meeting did a favor to the resident applying, as his permit hadn't been filed in a timely fashion. Eric Godin suggests adding language to the permit that says work cannot be scheduled until the Select Board has approved the permit. Jeff agrees and says the applicant should have the permit in hand before any work is scheduled. Jeff says he will work on those two permits and bring them back to the Board. Mitchel Richardson asks if there is anything on the initial zoning application that indicates the waiting period. Jeff says that there isn't, but the zoning administrator can pass that information along to applicants. Linda points out that the curb cuts and laying of pipes and wires is under the purview of the Select Board and not Zoning. Linda confirms that she would pass information to applicants when she was Zoning Administrator. Diane Cota suggests a letter attached to an initial permit could be helpful. There is short discussion about the process of obtaining permits from Zoning and for the Select Board. Joe Longo asks if that is related to a sketch plan review. Linda Effel says that a sketch plan review is part of the DRB

process. Jeff summarizes and says he just wanted to add verbiage to the permits indicating the waiting period, and not turn it into a big issue. Jeff says that a signature block needs to be added to one of the permits. Ron Bushway says some good issues were raised in this discussion, and this is an opportunity to streamline the process and improve communication between the different town entities involved in permitting. Ron says he will attend the next Planning meeting to further the discussion.

**Copier in Town Office:** Melissa Boutin says the contract for the copiers with Office Systems of Vermont is up for renewal, and they are willing to upgrade the copiers in the office and the Lister's office. Melissa says that Symquest is coming in with a lower offer. Melissa points out that Symquest keeps their supplies in Williston, and has a technician that lives in the Islands that would be available for quick service calls. Office Systems of Vermont has to ship supplies from Massachusetts, so there is a delay once something is ordered. Melissa says that Symquest will purchase the remaining months of the Office Systems of Vermont and install new equipment before September. Jeff Parizo points out that the contract with Office Systems of Vermont is a 60-month contract at a cost of \$225 for one of the copiers, and \$205 for the second. Symquest, also with a 60-month contract is \$128 and \$81.35 respectively. Jeff points out that he felt the quality of equipment had gone down when we had switched to Office Systems. Melissa points out that color usage is less expensive with Symquest than with Office Systems of Vermont. Adam White asks if there are additional charges for extra documents, and asks if this is pay as you go. Melissa says that the allotment is shared between the two copiers, and the allotment with Symquest is 6500 pages of black and white. Jeff points out that Office Systems is 5000 pages of black and white. Adam says he would prefer Symquest, based on the plans offered. Eric Godin asks if these two companies are the only ones available. Melissa says there was another company out of Plattsburgh, but they never returned Melissa's call. ***Diane Cota moves to allow Melissa to go with SymQuest at a cost of \$128 and \$81.35 per month for 60 months. AnnaMarie Demars seconds. No further discussion. Jeff calls the vote, which passes unanimously.***

**Dog Warrant:** Melissa Boutin asks the Select Board to grant the town Constable the ability to contact the owners of unregistered dogs to check their status. Adam points out that we should get a report on the results of those contacts within 90 days, and asks scribe Eric Godin to make a note to bring it up at a future meeting. ***Adam White moves to approve the dog warrant for town Constable Todd Boutin. Eric Godin seconds. No discussion. Jeff calls the vote, which passes unanimously.***

**Location of Town Meetings/Purchase of webcam and microphone for in person meetings:** Diane Cota asks if we can discuss the location of Select Board meetings now that restrictions have eased. Eric Godin says this goes hand in hand with purchasing equipment to continue broadcasting Board meetings on Zoom. Eric says he is working out a technical issue with running multiple audio feeds into one computer, but has a workaround, so the next meeting could be held in person. Eric says he's looking for a computer program that can handle multiple microphones, but has an audio mixer that

will work in the meantime. Jeff asks if everyone is okay with the next meeting happening via Zoom. There is discussion about whether or not community members can attend the in-person meeting, and whether it is legal to ask people if they have been vaccinated. Bill Stone suggests asking a professional if asking about vaccinations is legal. Joe Longo says that the DRB is not allowing the public to attend meetings in person. Jeff says he believes that there is still money available from a grant to purchase equipment to facilitate using Zoom while having an in-person meeting. Melissa Boutin confirms that is true. Eric says that it looks like equipment shouldn't cost more than a few hundred dollars. Jeff says he will email the town attorney about asking for vaccinations.

**\$350,000 in investments listed in quarterly report:** Jeff Parizo asks the Select Board if they want the investments moved back into the town's general fund. Melissa Boutin points out that those monies were already moved back into the town checking account.

## VII. OLD BUSINESS

**Old Fire Station Demolition:** Jeff Parizo says that he was told that there was a lot of debris pushed into the foundation of the old fire station. Tyler from East Engineering didn't seem to think that would be an issue. Adam White asks if the foundation was removed, would there be a pile of mortar there. Jeff says that it isn't mortar, so much as debris, but it would be left after the concrete is removed. Diane Cota asks if there is going to be debris there, why not just leave the foundation intact. Eric Godin says that per the previous discussion, the foundation would have to be removed at some point. Adam says he is concerned that we would have to pay to fill in the hole once the foundation was removed, and that it would be costly to fill it back in. Diane says she feels the smartest move would be to leave the foundation there, which would cut \$3,000 off of the cost. Eric asks if we had passed a motion already concerning this. Jeff says that the issue was left with Adam talking to the treasurer about where funds to pay for the demolition would come from. Adam points out that after his discussion with the treasurer, there is around \$118,000 in the unrestricted fund, which will increase at the start of the next fiscal year on July 1<sup>st</sup>, but the amount is unknown. Adam then explains what the unrestricted fund consists of, and mentions the suggestion we received to have a rainy-day fund, consisting of one to three months of town expenses in case something happens. Adam says that when the Board makes motions, the source of funding needs to be mentioned. ***Jeff Parizo moves to allow Goodhue construction to come in and take the building out and leave the foundation at a cost of \$3,200 from the unrestricted fund. AnnaMarie Demars seconds.*** Diane says that we are changing the terms of the contract, and asks if we need to put the RFP out again to be fair. Joe Longo mentions the cement in the town garage foundation is cracked. In response to Diane's question, Eric points out the difference in amounts in quotes that had been received, and asks if there would be a large drop in either of the other quotes by leaving the foundation. Jeff says the two higher quotes were \$29,800 from King Trucking and Excavation, and \$53,695 from Complete Demolition Services. Jeff says he doesn't think it would drop either of those prices very much. Ron Bushway says we've already started

the process and have already paid Tyler for services, and that he thinks we should move forward instead of kicking the can down the road. Mitchel Richardson agrees and points out that things never get cheaper. Randy Gover says that the town has a large amount of fill that came from ditch lines at the town garage that could be used to fill in the hole, if the foundation is removed. Jeff says he thinks that knowing that we have the fill available, it changes how he feels about the issue. Adam White asks if the Highway Department will have time this summer to fill in the hole. Ron says it's definitely possible. Randy says he will help and he doesn't feel it would take that long. Adam says that knowing we have the stone, he feels the town should have the slab removed. **Jeff Parizo rescinds his earlier motion. Jeff Parizo moves to pay Goodhue \$6,200 to do what the original bid called for. Eric Godin seconds.** Adam points out that the Fire Department has an engine in the old garage, and asks when he should tell them to remove it. Jeff says he'll get back to the Fire Department after speaking with the contractor. Diane asks about other items in the garage, and Ron says there are quite a few things that would have to be moved out. **No further discussion. Jeff calls the vote, which passes unanimously.**

**Request for Select Board Action:** Jeff Parizo says he is behind and hasn't had time to draft an RFP yet. Jeff says he will hopefully have things ready by Friday or Monday for a possible special meeting, but has nothing to add at this time. Joe Longo asks how the board feels about this. The Board says they are okay with the process. Rachael Griggs asks if a type of audit has been decided on. Adam answers that he had asked Jeff to draft an RFP for the board to review for approval so there would be a clear idea of what was being asked for. Bill Stone asks if the auditor had responded to the Board's questions. Jeff says he will send the information to Bill. **Diane tells Bill that regarding his question about the supposed missing \$300k-\$400k, the auditor was willing to put together documentation showing nothing was missing.** Joe Longo asks if the information can be posted on the website. Eric Godin says he will get in touch with the Town IT officer and see about the best way to get the financial documents posted on the town's website.

**Speed Limits:** AnnaMarie says that Sheriff Ray Allen is going to start doing road survey's on Reynolds Rd, then moving on to Pearl St. Rachael Griggs asks if Lover's Lane could be on the list as well. Adam White says the road surveys were delayed in the last year due to COVID. Jean Prouty mentions several people on motorcycles that speed excessively.

**Town Signs:** AnnaMarie says there are 4 people who have agreed to volunteer for the committee. AnnaMarie says she still has to measure the signs and get quotes. There is discussion about who locally will make signs. AnnaMarie says she wants the group to meet and discuss plans for a design contest and budget for the signs.

#### **VIII. REVIEW AND SIGN WARRANTS**

Adam White asks about the \$500 donation for fourth of July fireworks, and if it was in

the budget. Melissa Boutin says it was. Adam then asks if the Recreation Department pays for trash removal. Melissa says that it hasn't been paid yet, and the IOU was because they had brought a large amount of trash that was cleared from Donaldson Park. Adam asks if the IOU should just be waived, as we are essentially charging ourselves. The Board agrees that the IOU should be waived. **Adam White moves to waive the Transfer Station IOU of \$35 for the Recreation Department. Eric Godin seconds. No discussion. Jeff calls the vote, which passes unanimously.** Adam then asks when the contract for the Town Office cleaning is up, and if the Town Garage should be included in that as well. Melissa says there is no contract, just month to month billing. Ron Bushway says it would be helpful to have the cleaners give a quote for cleaning the offices at the Town Garage. Adam asks Ron if he will work with Melissa and get a quote for the cleaning of the town garage. Joe Longo asks if he should let other town entities come through without charging them. It is determined that Ron will get together with Joe and they will discuss how to handle these issues. **Diane Cota moves to have Select Board Chair Jeff Parizo sign the warrants via email for the meeting of June 7<sup>th</sup>, 2021. Adam White seconds. No discussion. Jeff calls the vote, which passes unanimously.**

**IX. EXECUTIVE SESSION – PERSONNEL ISSUE**

**Jeff Parizo moves to go into executive session to discuss a personnel matter, citing 1 VSA statute 313 A2 that premature public knowledge would clearly place the public body or person involved at substantial disadvantage, inviting Ron Bushway and Melissa Boutin into the meeting. No discussion. Jeff calls the vote, which passes unanimously.**

The Select Board comes out of executive session at 8:35 pm. **Adam White moves to terminate the employment of Andrew Densmore from the Town of Grand Isle, effective June 7<sup>th</sup>, 2021. No discussion. Jeff calls the vote which passes unanimously.**

**X. ADJOURNMENT**

**AnnaMarie Demars moves to adjourn the Select Board meeting at 8:46pm. Diane Cota seconds. No discussion. Jeff calls the vote, which passes unanimously.**