

Grand Isle Select Board Meeting Agenda for

Monday, April 18th, 2022 at Grand Isle Town Office and via Zoom

I. CALL TO ORDER

Board Members Present: Jeff Parizo; Couper Shaw; Adam White- Chair; Josie Leavitt Vice- Chair; Eric Godin

Community Members Present: David Lee; Denise Abbott-Douglass; Glenda Leake; Andy Paradee; Jess Mesec; Ron Bushway; Jean Prouty; Coleen Bushway; Peter Reigelman; Shawn Mercy; Bill Stone; Bianca Adams; Andrew Herwig; Sue Lawrence; Rachel Griggs; Mitchel Richardson; Michael Inners; Joe Longo; Mary Pariso; Cristina Botella; Melissa Boutin; Esther Blow; Eileen Blow; Tonya Poutry; Linda Ethel; Emily Clark; Bianca

Board to Amend Agenda for Matters Not Listed: Jeff added 3rd quarter financials.

II. GUEST OPEN COMMENT

Andrew Herwig on behalf of Tyler Wren – Farm to Fork Fondo Event is a bicycle event, with an anticipated attendance of 600-800 riders on Sunday, July 17th 2022.

- 1.) Race starting in waves at 0900, 0930, 1000, 1030 (no mass start this year)
- 2.) Cyclists will have front and rear plates- aiding with citations and complaint resolution.
- 3.) Event advertising/community awareness to be distributed via Front Porch Forum, The Islander, and Signage on Route 2 leading to event.
- 4.) Shared Route map- minimal Route 2 riding, no riders on Lovers Lane
- 5.) Well supported- there will be support vehicles on the course to help at intersections and provide cyclist aide.

Rest stations are at Dreamwalker Farm, Kramer & Kin, Isle LaMotte Vineyard, Sunset Lake C.B.D. There are no additional outhouses or rest stations.

Adam and Jeff discussed a Town Special Events Ordinance/Permit: Select board members would like to have a form for event leaders to complete describing plans and ensure safety resources are available. The e-mail provided by Farm to Fork will work in lieu of form as form is still in development. Andrew to contact Sherriff Allen to coordinate needs for event.

Denise informed Andrew about construction that will be occurring on Route 2 intersection with Ferry Rd., Andrew may look to reroute.

Peter asks that cyclists be reminded to be respectful of private property and follow local laws, Andrew stated he will work diligently to educate event participants to do so and be ambassadors for their sport.

Tonya wanted to ensure that the appropriate rate was paid for advertising in the Islander for the event, Andrew agreed.

Adam informed Andrew the select board has no objections to the event.

Scribe Position: Eric and Adam described the position and requirements. Jeff asked that a set of minutes be written up and submitted for review/comparison to Eric's minutes. Eric will provide meeting audio to Jess. Board members described the need for additional availability at special meetings, as well as set up of Zoom/audio/recording.

Planning Update: Planning Commission – ARPA Survey Update/Joint Meeting

Survey Results can be viewed at: <https://www.grandislevt.org/wp-content/uploads/2022/04/Grand-Isle-ARPA-Survey-Results-041822.pdf>

The select board needs to apply for Standard Allowance Funding by the end of this month (April 2022) through an online portal. Emily described this funding will ensure the town has matching dollars for grant funding/leverage in the future.

The survey participant demographics, methodology, and findings were provided.

Adam asked for the definition of a Multi-Purpose Community Center. Emily explained that it is various combinations of the survey options, library/teen center/senior center/fitness center. Top participant priorities were water infrastructure and Multi-Purpose Community Center. Funding cannot be used to reduce taxes (pg. 8 of link attached).

<https://home.treasury.gov/system/files/136/SLFRP-Fact-Sheet-FINAL1-508A.pdf>

Emily asked for select board and townspeople feedback. Josie asked how townspeople feedback would be obtained. Emily described that they would spec it out with grants and possibilities available.

Adam provided information about the relative cost of other town projects to describe how \$600,000 may contribute towards a project. Jeff mentioned that senators Sanders and Leahy may be able to help with obtaining federal money. Emily described talking to Greta from VLCT about applying for grants.

Adam asked if the Planning Commission will use the survey to target projects. Emily described how projects can be targeted to provide underserved communities to qualify for grants.

Adam asked for a timeline, Josie asked for a planning grant deadline and Emily stated that it is due in November. Andy stated the Planning Commission wishes to have a plan by the end of 2022.

Adam asked if the Planning Commission would like the project to appear on the November Ballot. Emily explained that voting would only be needed if money needed to be borrowed. Shawn described how the Planning Commission is getting help writing planning grants to avoid using taxpayer funds. Josie asked if the Planning Commission would return to the select board with plans, Emily said yes. Bill asked if we had a village designation-yes approved 6 weeks ago.

Peter brought up the need for professional grant application help due to complexity. Shawn explained this is why the Planning Commission is working with Northwest Regional Planning.

III. REVIEW AND APPROVE SELECTBOARD MINUTES

4/4/22 minutes: *Josie Leavitt moves to approve the minutes. Jeff Parizo seconds the motion. No discussion. Jeff Parizo, Couper Shaw, Adam White, Josie Leavitt, and Eric Godin approve. The motion passes.*

4/7/22 minutes: *Josie Leavitt moves to approve the minutes. Eric Seconds the motion. No discussion. Jeff Parizo, Couper Shaw, Adam White, Josie Leavitt, and Eric Godin approve. The motion passes.*

Rachel mentions she is unable to open the last 2 meeting minutes. Josie recommends fully exiting browser, Shawn recommends updating Acrobat Reader.

IV. HIGHWAY DEPARTMENT / BUILDINGS/FACILITIES MANAGER UPDATE

Ron- Fuel tank was topped off at the annex. The shutters are off the Hyde Log Cabin and it is ready for the Historical Society to set up. The Highway Dept. wanted to get ahead of road/bridge construction, stocked up on gravel for summer. Road sweeping is almost complete; still have East Shore North to do. Salt residue is being washed from town truck frames. Free Metal Day is May 21st.

Curb cut background: Ron describes the curb cut process and \$20 fee. Ron (sometimes with a foreman) assesses the curb cut site for appropriateness and brings the information back to the select board. Adam asks about the quantity of curb cuts per square footage of property. Ron describes that it is dependent on the type of request. Jeff describes that B71 road standards are used to aid in the decision.

<https://vtrans.vermont.gov/sites/aot/files/planning/documents/permittingservices/stdb71b.pdf>

Linda mentioned that she believes that one curb cut is allowed per lot. DRB will be asked who the governing body is over curb cuts.

Curb Cuts:

6 Quaker Rd: Removed per Ron due to a shared driveway issue. Jeff mentioned that they need to look at the previous DRB decision about this property.

36 Adam's School Rd, Property owner Charles Stuart: Brad and Ron looked at the property. Ron reads conditions as listed in the application. This is an addition to an existing drive. Adam asks for receipt of payment, Ron says he has it. Adam asked if the property owner was reminded to get approval prior to adding to the driveway next time, Ron responded they were.

Adam White moves to approve the curb cut. Jeff Seconds the motion. No discussion. Jeff Parizo, Couper Shaw, Adam White, Josie Leavitt, and Eric Godin approve. The motion passes.

V. NEW BUSINESS

Curb Cut Fee Increases:

Neighboring town's fees are reported by Ron as follows, with most towns responding they needed to review their price and update soon:

South Hero- \$20 initially, and a \$15 recording fee

North Hero- \$20

Alburgh- Clerk didn't think they had a fee, Ron tried contacting highway department, no response.

Westford- \$85

Milton- \$340, once inspected property owner receives a \$200 rebate

Ron suggested a fee of \$100 for Grand Isle.

Jeff moves to approve the curb cut fee increase to \$100, effective date 4/18/2022. Josie Seconds the motion. No discussion. Jeff Parizo, Couper Shaw, Adam White, Josie Leavitt, and Eric Godin approve. The motion passes. Josie to update the application form 4/18/22. Price updated on town website:

<https://www.grandislevt.org/wp-content/uploads/2022/04/Right-of-Way-Access-Permit.pdf>

FY22 Audit RFP: Josie will perform in 2 weeks (By May 2nd, 2022)

NW Fiberworx Appointment: Peter Southwick and Mike Inners, appointment April-April. Mike negotiating with potential ISP (Google may contribute to construction and operation) want a nonexclusive arrangement, partnering with Lamoille county. 3 year buildout, priority is given to areas without service.

Adam moves to approve Mike as the primary voting representative for Grand Isle and Peter Southwick as alternate for NW Fiberworx. Jeff Seconds the motion. No discussion. Jeff Parizo, Couper Shaw, Adam White, Josie Leavitt, and Eric Godin approve. The motion passes.

Ladd's Landing Liquor License: ***Adam moves to approve the 2022 liquor license. Josie Seconds the motion. No discussion. Jeff Parizo, Couper Shaw, Adam White, Josie Leavitt, and Eric Godin approve. The motion passes.***

Ellison Estates Liquor License: ***Adam moves to approve the 2022 liquor license. Couper Seconds the motion. No discussion. Jeff Parizo, Couper Shaw, Adam White, Josie Leavitt, and Eric Godin approve. The motion passes.***

Needle Collection Site Letter Request: Needles can be disposed of on Hazardous Waste Day Saturday May 14th. Green Up Day is coming May 7th, Sherriff Ray Allen to be asked about how to handle needles found on Green Up Day and his response is to be shared with the community on Front Porch Forum.

*Added 3rd Quarter Financials: Jeff mentioned that they are due this week, Melissa to submit by Friday 4/22/22. Treasurers report to be submitted prior to the next meeting (May 2nd) for comparison with the quarterly report. Difference between quarterly report and treasurer's report: Quarterly report has balance sheet, treasurer's report has guidance about financial standing.

Added By Linda, Early Ballots: available this week, as well as absentee ballots.

VI. OLD BUSINESS

Audit Update: Melissa has provided 2 audit submissions that were due to Batchelder and Associates. Eric completed the IT portion, then was informed credit card data is collected online only through a 3rd party, Eric will amend his submission with this information. The Town Office needs to submit information digitally to the auditor, questions about submission timeliness were raised; the idea was proposed to shut down the town office Fridays/half days to facilitate the scanning process.

Rachel suggested the auditor use the recorded meeting minutes. The select board explained the need for physical written minutes and the time constraints the auditor has for viewing minutes.

Select board members have the draft 21 audit next Thursday April 28th 6 p.m.

Bianca- How does Ron Smith get paperwork for his audits? They come and get them from the Town Office and some items are sent in advance.

Mitchel- Is there a deadline for files sent? Couper will verify that Melissa is sending the appropriate files by matching the request description to the file content and report progress back to the select board. The reason Couper is doing this is to act as a witness and attest to the data being sent, in the event Batchelder claims it is not provided.

Concerns were raised about the cost and the effectiveness of an auditor not coming to site to collect audit data with a team. It was mentioned that the data collection prior to the visit helps the auditors to assess information then come back with targeted questions for the audit.

Rachel- is there a signed contract with Batchelder for the audit? Yes, Jeff provided the contract.

Linda-Is Couper's involvement in verification a conflict of interest due to his grandmother (Suzanne Moquin) being the assistant town clerk. Josie does not see it as a conflict as he is overseeing Melissa not Suzanne.

Ellen- Is there availability for the assistant to help with the audit. Melissa shared that there is and the assistant has been working extra hours.

Personnel Policy: Jeff states that he feels it is ready for now. Josie asks questions about time off cash out when an employee leaves. Adam located the portion of the policy that outlines the process. Jean asks about sick leave specifically, Josie explained unused sick leave is not paid out. Jeff states that this is a living document and will be subject to change in the future. Adam asked about the addendum for drug testing for CDL's. Jeff confirms that it is part of the policy. Should be reviewed annually Q2. Policy effective date July 1st.

Adam moves to approve the Personnel Policy. Eric Seconds the motion. No discussion. Jeff Parizo, Couper Shaw, Adam White, Josie Leavitt, and Eric Godin approve. The motion passes.

VII. REVIEW AND APPROVE WARRANTS

Jeff moves to approve Adam signing the warrants. Josie Seconds the motion. No discussion. Jeff Parizo, Couper Shaw, Adam White, Josie Leavitt, and Eric Godin approve. The motion passes.

VIII. ADJOURNMENT

Josie moves to adjourn at 8:11 p.m. Jeff Seconds the motion. No discussion. Jeff Parizo, Couper Shaw, Adam White, Josie Leavitt, and Eric Godin approve. The motion passes.