

Grand Isle Select Board
Minutes of the Meeting for Monday, November 21st, 2022

CALL TO ORDER – Select Board Chair Adam White calls the meeting to order at 6:00pm

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

Community Members Present: Linda Effell; Randy Gover; Bianca Adams; Jean Prouty; John Lafayette; Ron Bushway; Colleen Bushway; Lucille Campbell; Sue Lawrence; Ray Allen; Esther Blow; Melissa Boutin; Scott Brown; Ellen Paradee; Thomas Dukeshire; Glenda Leake; Emily Clark; Rachael Griggs; Mitchel Richardson; Mark Cobb; Mike Donoghue; Tonya Poutry; Mary Parizo; Joe Longo; Kristina Botala; Peter Reigelman; Greta Brunswick

Board to Amend Agenda for Items Not Listed: Adam White moves the IT update from Old Business to guests, as Thomas Dukeshire is present. Adam also says that the agenda is incorrect as there is no executive session scheduled for this meeting.

Couper Shaw says he would like to talk about the unassigned fund, and the previously mentioned points about having a ‘rainy day fund’ of 30/60/90 days of operating expenses banked. Added to Old Business.

Guest Open Comment: Jean Prouty says she would like to speak to the IT issue when that agenda item is brought up.

Guests: Thomas Dukeshire: Couper Shaw states that the order for the needed computers for the Town Office have been put in. Adam White asks about the difference between refurbished and new computers. Thomas Dukeshire says that the refurbished computers are all 2-3 years old, completely refurbished, tested and warrantied for 5 years. Adam White asks what the timeline is for the new computers to be installed. Couper Shaw indicates that the order was put in today, and the computers could take a couple weeks to be received and install. Jeff Parizo asks about recovering information from the crashed computer. Thomas indicates that they had recovered as much data as possible from the hard drive, and what was recovered has been made available to the town. Thomas goes on to say that professional recovery services could be used to try and get more information but that it could cost 3-10 thousand dollars. Couper mentions that the town could use a service from Rural Solutions to have the entire system be cloud based, so that town employees would have access to their office computers from anywhere, and this could be done in place of paying NEMRC the \$10 per month per user for their similar service. Thomas Dukeshire says that Rural Solutions will provide warranty information from their vendor for more information. Adam White asks Thomas to provide a report as to how much data was recovered from the hard drive on the broken town office computer. Thomas agrees to provide a summary report. Adam White and Eric Godin agree to work with Thomas Dukeshire to determine how many offices are remaining for Microsoft Office and have Thomas install Office on the remaining town laptops. Thomas Dukeshire agrees to attend the December 5th meeting to talk about the worklist.

Review and Approve Minutes of November 7th, 2022: Adam notes that there were a few spelling mistakes and names to add to the attendees. ***Adam White moves to approve the minutes of the November 7th 2022 Select Board meeting with corrections. Josie Leavitt seconds. Adam calls the vote, which passes unanimously.***

Highway Department Update: Ron Bushway says that the plow truck is back and both trucks have the plows and wings installed. Plowing and sanding has begun. Ron Bushway says that the Highway Department is working on two culverts on Pearl Street, in anticipation of paving. Ron indicates that personnel from South Hero and Alburgh assisted in hauling hot mix. Ron Bushway says that a new hot water pressure washer is needed, as the old one no longer heats water. Couper Shaw asks about the possibility of hiring out the roadside mowing to address complaints. Ron Bushway indicates the town has spent the money already on a tractor for this mowing, and he wouldn't want it to sit. Adam White asks Ron if there needs to be another part time seasonal employee to help with the mowing.

Buildings Facilities Manager Update: Ron Bushway says that the winter shutters are on the Hyde Log Cabin and the Block schoolhouse. Ron thanks Ronny Prouty for assisting. Ron says he is waiting for a quote on motion detectors for the log cabin. Ron Bushway says that Northwest Regional Planning is helping to see if the town would qualify for a grant for building generators. Ron Bushway says that he is having DC Energy look into installing an emergency shutoff for the boilers in the new Town Garage.

Batchelder and Associates Audit Update: Adam White says that the representation letter from Batchelder and Associates was sent to the town attorney for review, and it was just received back. Adam indicates that the representation letter is standard, and is dated August 4th, 2022. Adam White says he would like the Board to approve the representation letter, get the 2018 fiscal year audit and distribute it to Board members and put it on the website. Adam says that he wants to take some time to review the information and have a full discussion about the findings. Josie Leavitt asks if there will be a new management letter, which Adam indicates there will not be. Josie asks if there will be further information beyond the 2018 audit information. Jeff Parizo indicates that he thinks that there will be no further information. Josie Leavitt says that she would like a letter from Batchelder and Associates explaining why 2019 and 2020 wouldn't be included. Jeff Parizo agrees to make the request. Adam White indicates that he had reached out to Wendy Wilton from NEMRC for a report regarding use of the payroll code for Grand Isle School District Treasurer, and says that it had been in use since at least 2010. Adam says that he spoke with the town treasurer who indicated this code was likely for town report preparation and election expenses. Adam says that he is requesting further information to determine exactly how long the code has been used prior to 2010 and track down exactly what those funds have been used for.

Jeff Parizo moves to have the Select Board chair sign the representation letter for Batchelder and Associates. Couper Shaw seconds. No further discussion. Adam calls the vote, which passes unanimously.

It is determined that the town has paid Batchelder and Associates \$52,400, and Couper Shaw points out that this is paid in full, and Batchelder and Associates had agreed to take the \$7,600 off the original \$60,000 price tag. Adam White says that the audit will be posted on the website as soon as it is received. The Select Board agrees to have a separate part of the Select Board meeting on December 5th to discuss the findings of the audit.

Zoning Administrative Officer FY24 Budget: Adam White says that the legal fee line item in the budget is due to the increase the town saw due to the Sloop Rd Issue. Adam indicates that there was a 6% increase in payroll due to the COLA increase. **Adam White moves to accept the proposed FY24 budget of \$36,643 to be put on the ballot. Josie Leavitt seconds. Adam White calls the vote, which passes unanimously.**

North Hero/Grand Isle Rescue Budget: Adam White indicates that the budget for Rescue has requested \$73,000, which Jeff Parizo indicates is the same as last year. Jeff Parizo asks that rescue come to a meeting with a breakdown of what the town appropriation is spent on. ***Adam White moves to approve the North Hero/Grand Isle Rescue budget of \$73,000 to go on the ballot. Jeff Parizo seconds. No discussion. Adam calls the vote which passes unanimously.***

Grand Isle Sheriff's Department Budget: Sheriff Ray Allen indicates that the department is the process of training another deputy and is working on drawing in more recruits. Ray indicates that training is continuing with the department engaging in active shooter training and death investigation. Adam White says that the proposed budget is for 52 hours per week at \$56 per hour. Adam indicates that the rate is increasing to \$58.50 per hour this year. Adam White asks Ray Allen if he feels maintaining the current rate would be advisable. Sheriff Allen says that he would be happy if things remained the same. Jeff Parizo says he would like to increase the number of hours. ***Adam White moves to increase the number of hours the town contracts the Sheriff's Department to 54 hours per week, totaling \$164,268. Couper Shaw seconds. No further discussion. Adam calls the vote, which passes unanimously.***

Grand Isle Volunteer Fire Department Budget: Adam White recuses himself from the discussion, as he is the chief of GIVFD. Fire Chief Adam White says that he is happy to answer questions regarding the budget. Jeff Parizo asks why the training budget is so low. Adam White indicates that budget is for the fire training school, which GIVFD does send people to from time to time. Adam White says that there are two members going through the Vermont Fire Academy as well. Adam White indicates the fire department is asking for \$90,000 while anticipating expenses to be about \$24,000 more that will be raised via other means. ***Josie Leavitt moves to approve the FY2024 Grand Isle Volunteer Fire Department budget of \$90,000 to be put on the ballot. Jeff Parizo seconds. Josie calls the vote, which passes with four 'ayes' with Adam White recusing himself.***

Cemetery Budget: Jeff Parizo says that Cemetery budget only increased by \$400 this year. Lucille Campbell summarizes the work that the Cemetery commission has engaged in. ***Adam White moves to approve the budget for FY2024 for the Grand Isle Cemetery Committee for \$20,450. Eric Godin seconds. No discussion. Adam calls the vote which passes unanimously.***

DRM Member Appointment: Adam White says that the DRB has provided the Board with a letter recommending the appointment of Robert Starbuck to a term lasting until the end of the year. ***Adam White moves to appoint Robert Starbuck to the DRB, with a term ending December 31st, 2022. Josie Leavitt seconds. No further discussion. Adam calls the vote, which passes unanimously.***

Library Gratitude for Pumpkin Donation: Adam White says the library wanted to thank Brad Sheridan for donating pumpkins for the annual decorate the library event, saying the patrons enjoy seeing all the painted pumpkins.

Planning Commission Update on Municipal Planning Grant: Emily Clark says the Planning Commission would like the Select Board to approve the municipal resolution for the municipal planning grant. Emily and Greta Brunswick explained that the Board needed to select someone to act as head of the planning board. ***Adam White moves to have the town of Grand Isle to apply and accept the FY 2023 Municipal Resolution for Municipal Planning Grant, with 3A being Adam White, Chair of the Select Board and 3B Alternate being Josie Leavitt, Vice Chair of the Select Board and 3C being Emily Clark of the Planning Commission. Jeff Parizo Seconds. No further discussion. Adam calls the vote, which passes***

unanimously.

Jeff Parizo points out that the town is spending \$1,980 to apply for this grant, and Emily Clark says that there is no guarantee that we will get the grant, but we are obligated to redo the town plan on an 8-year interval.

Planning Commission Update of Local Cannabis Board Recommendation: Emily Clark says that there had been a question during the last discussion on this subject regarding whether a cannabis board needed to be formed. Adam White points out that any cannabis business would still be subject to local zoning regulations. Adam White points out that if the town does not form a board, there is no method for the town to be notified if someone is opening up a cannabis business in town. Emily says that the committee must be formed by resolution of the Select Board and can be formed of the legislative body or people appointed by the body. ***Adam White moves to appoint the Grand Isle Select Board as the local Cannabis Board for the town of Grand Isle. Eric Godin seconds. No discussion. Adam calls the vote, which passes unanimously.***

SB Scribe Position: Adam White says that there has been an ongoing discussion about what the scribe position will entail. Adam goes on to detail the work involved with being scribe, including the minutes, keeping track of agenda items and posting everything. Adam says that his question is whether the Board should increase the pay rate in hopes of finding someone in the interim while this discussion is happening. Rachael Griggs suggests advertising the position with the expanded duties. Adam suggests that himself and Eric update the job position. It is agreed to have further discuss the issue at a future meeting.

Town Policies: Adam White states that there had been a question regarding a universal time sheet, and it was mentioned that there should be folks signing off on the time sheets. Adam White states that the Board cannot appoint one person to sign off on town sheets. Adam goes on to state that Josie and himself will work with VLCT to clarify the issue and will report results at a future meeting. Adam says that elected officials report to the townspeople, but have budgets approved by the Select Board, so he is seeking clarification if the Board can approve those time sheets.

Dog Kennel Contract: Adam White says that the town of Grand Isle has found a kennel to take indigent dogs. Adam White states that Whiskers and Tails on Allen Rd is willing to accept a contract with the town. Adam says that the town attorney has made out a contract that has been approved through both sides, and is awaiting Select Board approval. ***Jeff Parizo moves to allow the Select Board chair to sign the contract with Whiskers and Tails to take wayward dogs. Josie Leavitt seconds.*** Emily Clark asks if the dog owners would be on the hook for expenses in storing their dogs. Adam White says that the town will be paying the bills to Whiskers and Tails, and the Select Board can assess penalties to reimburse the town. ***Adam White calls the vote, which passes unanimously.***

Unassigned Funds: Couper Shaw says that this issue can be tabled until next meeting. Couper says he wanted to have a discussion about this because in his discussions with the town treasurer, he had noticed that the town was at or below the 30 day mark for a rainy day fund.

Review and Sign Warrants: ***Jeff Parizo moves to have the chair sign the warrants. Josie Leavitt seconds. No further discussion. Adam White calls the vote, which passes unanimously.***

Adjournment: Jeff Parizo moves to adjourn the meeting at 8:55pm. Couper Shaw seconds. No discussion. Adam White calls the vote, which passes unanimously.

Select Board Scribe: _____

Select Board Chair: _____

DRAFT