

Grand Isle Select Board
Grand Isle Town Office 9 Hyde Rd, Grand Isle VT

Minutes of the Meeting for Monday, February 20, 2023

CALL TO ORDER- Select board Chair, Adam White, calls the meeting to order at 6pm

Board Members Present: Josie Leavitt, Jeff Parizo, Adam White, Eric Godin, Couper Shaw

Community Members Present: Chris Herrick, Rachael Griggs, Colleen Bushway, Ron Bushway, Jean Prouty, Ellen Howrigan, Esther Blow, Melissa Boutin, Lucille Campbell, Bianca Lafayette, John Lafayette, Jonathan Debono, Michael Inners, Mike Donoghue, Mary Parizo, Joe Longo

Add to Agenda: Josie Leavitt adds Town Meeting Ballot to New Business. Jeff Parizo would like to move Fish Hatchery MOU Update- Chris Herrick up to Guest. Ron Bushway adds Town Informational Meeting/Town Report to New Business. Esther Blow adds a question about procedures for campaigning in and around the buildings at the Transfer Station to New Business.

Review and Approve Minutes of February 20, 2023: *Jeff Parizo makes a motion to approve the February 20, 2023 minutes. Eric Godin seconds. No further discussion. Adam White calls the vote, Adam White abstains from vote due to not being at that meeting. Vote passes.*

GUESTS: Chris Herrick introduces himself as the Commissioner of the Department of Fish and Wildlife. Chris Herrick says he sent a memo to the chair describing the MOU that is required to be done every five years for work done at the Fish Hatchery. Chris Herrick gives some background on how he assesses the MOU. Chris Herrick says that the offer they made is roughly \$30,000 with \$28,944 being paid annually to the town for road maintenance, and \$2,229 being paid directly to the Fire Department. Chris Herrick explains that he feels this is fair and equitable. Adam White goes over past years' payments and explains how there has been an increase each time. Chris Herrick explains how he arrived at his assessment and that the way they did automatic increases in the past did not make sense to him given his research. Adam White asks Chris Herrick if the Fish Hatchery is part of the pilot program. Chris Herrick reads the MOU. Chris Herrick says that the Grand Isle road crew do an outstanding job and have no complaints. Ron Bushway says that they are doing everything they can.

Jeff Parizo makes a motion to accept the Memorandum of Understanding between the Town of Grand Isle and the Vermont Fish and Wildlife Department for the year 2023 to the year 2027 as written. Josie Leavitt seconds. Couper Shaw asks if automatic increases will be included in the next MOU. Chris Herrick says no, he pulled that out. Chris Herrick says that if personnel costs go up or the price of fuel increases to \$800 a gallon or the cost of grading increases- if the actual expenditures get to \$30,000 to call him and they can renegotiate. No further discussion. Adam White calls the vote, which passes unanimously.

Highway Department Update: Ron Bushway gives an update on plowing and sanding. Ron Bushway explains that he will have to budget for new tires next year. Ron Bushway asks if speaking on the Cianbro letter now is ok. Adam White says yes, moving Griswold Rd- Cianbro Letter to Highway Department Update. Adam White explains the letter they sent to Cianbro regarding the damage on Griswold Road.

Buildings Facilities Manager Update: Ron Bushway says that Joe Clark and Ray Mitchell inspected the garage and the Annex for the evacuation plan in case of emergency. Ron Bushway says that he talked with DC Energy about inspecting the fire panels in the Annex, the fire station, and the garage. Ron Bushway says he was able to get the price of new CO2 detectors down \$200, bringing the total for new CO2 detectors to \$1,639.

Planning Commission Appointment- Wendy Rosica: Adam White says that the Planning Commission voted to appoint Wendy Rosica to the two-year vacancy on the Planning Commission.

Josie Leavitt makes a motion to accept Wendy Rosica as the new planning commissioner for a two-year term on the Planning Commission. Jeff Parizo seconds. Couper Shaw asks if the Planning Commissioner appointments have to be warned. Adam White says legally they do not have to warn. No further discussion. Adam White calls the vote, which passes unanimously.

Review of Invoice Policy: Jeff Parizo says he likes the draft and asks if it can be put in bullet point format. Josie Leavitt agrees and says she will reformat it into bullet points.

Time Card Review: Jeff Parizo asks if the new time card is in effect. Adam White says it is and the only department that's not using it at this time is the highway department. Adam White explains the reasons why the highway department isn't using it yet, and the plans for them to use it going forward. Jeff Parizo asks if they can simplify the process to help the highway department. Ron Bushway explains it's only the highway department not currently using it because of how things are broken down, that the transfer station is using the new time card. Ron Bushway says that the situation regarding the breakdown of hours within the highway department has been explained to Adam White and that Adam White told him to hold off on using the new time card for the highway department until they can clarify how the break down could work with the new time card. Adam White clarifies that he did tell the highway department to hold off using the new time card until they re-evaluate how the new time card can be used for the highway department. Melissa Boutin says that she spoke with Wendy Wilton of NEMRC. Melissa Boutin says that Wendy Wilton stated that it was more important for each department to have a time card that reflects what they need than to have a universal timecard that is the same for all departments. Adam White explains that the highway department takes from multiple funds, so going forward the highway department will continue to use the old time card, that Ron Bushway as road commissioner will work with the highway department to see how they can transition to a modified new time card to meet that department's needs. Adam White says that all other town employees were instructed to use the new time card as of February 9th 2023. Colleen Bushway asks about an upcoming vacation of the librarian, where she will be filling in as the librarian and asks whom should sign her timecard. Adam White says that one of the other Library Trustees should sign it. Adam White says that when he spoke to VLCT, the library was an entity that can have a trustee sign.

Town Meeting Ballot: Josie Leavitt addresses that the town meeting ballot was discovered to be incorrect today (3/6/2023). Josie Leavitt expresses frustration that the sample ballot was made public 3 weeks ago but the error was not reported until today (3/6/2023), the day before the election. Josie Leavitt says that under the advice of the lawyer they- Josie Leavitt, Melissa Boutin, Scott Brown, and Sue Lawrence- corrected the ballots to add Ellen Howrigan's maiden name on the ballot. Josie Leavitt said that they corrected the ballot error, as advised by the lawyer, by hand-writing in small print "fna Paradee" under Ellen Howrigan's name on the ballot. Josie Leavitt says they tested the corrected ballots by running the ballots through to ensure that the ballots would be read correctly. Josie Leavitt said the corrected ballots read as blanks, which was the outcome needed to ensure that the ballots were corrected properly. Adam White asks Jeff Parizo to send any correspondence regarding this issue to the VCA. Jeff Parizo says he will send the correspondence to Melissa Boutin to send to the VCA. Michael Inners

says that the VCA should be notified. Adam White says that going forward, every ballot should be reviewed and approved by the VCA. Jeff Parizo says that the VCA is supposed to have a meeting before elections. Jeff Parizo reads a section from the VLCT Selectboard handbook that cites 17 V.S.A § 2142:

Section 2142 of Title 17 provides that the town clerk shall call such meetings of the board of civil authority "as may be necessary before an election or at other times for revision of the checklist." However at least one meeting must take place after the deadline for filing applications to be added to the checklist and before the day of an election.

Josie Leavitt comments that citation is in regards to the checklist. Adam White says that they had a checklist meeting in November (2022). Jeff Parizo says they should create a policy to ensure these errors don't happen again. Josie Leavitt agrees and mentions that she's keeping a list of measures to make the Town Info Session and Town Meeting Day run smoothly and without error. The Select Board discusses measures they can take. Michael Inners says that the measures discussed sound good.

Town Info Session/Town Report: Ron Bushway says he picked up a Town Report at the last select board meeting to read from at the Town Informational Session and it was one with errors in it. Josie Leavitt says that this on the list of issues to address with measures to ensure errors like this do not happen again. Adam White says they might also want to consider emailing those on the ballot before the Town Informational Session as a courtesy to them and to prompt them to be in attendance of the Town Informational Session if they are able.

Procedures for Campaigning in and around the Transfer Station: Esther Blow states that people campaigning used to have to stay at the bottom of the hill. Esther Blow mentions that Diane Cota was by Joe's door and that Rachael Griggs was inside the recycling center. Adam White says the Select Board will review this issue and advises everyone to look at the current policy regarding campaigning. Josie Leavitt says that the State also has rules regarding campaigning. Josie Leavitt says when she was campaigning last year she was told to stay at the bottom of the hill. Rachael Griggs mentions that Ron Bushway was standing inside when gathering signatures. Melissa Boutin says that she thinks that the current policy might pertain to only the Town Office Building. Couper Shaw agrees, that he thought that policy was for only the Town Office Building on election day. Couper Shaw says they will research this and discuss it at the next Select Board meeting.

Dog Ordinance Update: Jeff Parizo says he added this to the agenda in hopes he'd have an update by now, but that he does not have an update at this time. Adam White says that the town attorney is still working on the new policy. Couper Shaw mentions that they will have to coordinate with Trevor Boutin for him to attend a meeting before the summer crowd gets to town. Jean Prouty says she would like to register a complaint against Trevor Boutin for being rude when she called him over the weekend. Couper Shaw says he will speak to Trevor Boutin about this complaint.

Personnel Policy Update: Jeff Parizo says he was asked when newly hired town employees' medical benefits should begin. Jeff Parizo says he did some research and found that on page 4 it states that the probationary period for a new employee is six months and on page 14 it states under 'sick time' that the probationary period is three months. Jeff Parizo says he believes the probationary period should be three months (90 days). Josie Leavitt agrees that it should be 90 days. Adam White says that it should be 90 days, that six months is an error. Eric Godin comments that he also believes it was intended to be 90 days. ***Josie Leavitt makes a motion to correct page 4 where it says six months' probation to state 90 days and to do the same to any other instance in the manual where it might say otherwise to 90 days probation. Jeff Parizo seconds. No further discussion. Adam White calls the vote, which passes unanimously.***

Two Checks for Hours Worked Discussion: Jeff Parizo says he doesn't think this should be a common practice. Couper Shaw says they are talking to Sullivan & Powers about this issue. Josie Leavitt says she's waiting to hear back from them. Couper Shaw states that the lawyer said it's legal to do so. Jeff Parizo says that it isn't Best Practice to do so. Couper Shaw says that he believes Best Practice should be decided on by the auditors.

Payroll Module Update: Melissa Boutin says that she worked with Wendy Wilton and put together the payroll module report that was requested by Jeff Parizo. The select board looks over the report. Jeff Parizo says that it looks good. Jeff Parizo asks that this report accompany every payroll warrant.

Turn to Joy- Water & Electric Bills Update: Melissa Boutin says that she was in contact with them and that the town agreed to pay the last electric bill and that Turn to Joy is responsible for the water bill.

REVIEW AND SIGN WARRANTS: *Jeff Parizo makes a motion for Adam White to sign the warrants. Josie Leavitt seconds. No further discussion. Adam White calls the vote, which passes unanimously.*

ADJOURNMENT: *Adam White makes a motion to adjourn at 7:14pm. Couper Shaw seconds. No further discussion. Adam White calls the vote, which passes unanimously.*

DRAFT