

Town of Isle La Motte  
Selectboard Meeting  
June 7, 2017  
Town Hall at 5:00pm

Members Present: Steve Stata, Rusty Spaulding and Selby Turner

Others present: Lyle Andrews, Brenda Dulude, Allen Hall, Town Clerk Betsy Howland, Bill Howland, Lister & Delinquent Tax Collector Mary LaBrecque, Sarah Noble, Lister Debbie Spaulding, Joyce Tuck, Treasurer Cathy Tudhope, John Yartz, and Trustee of the Public Funds Paul Zera.

The meeting was called to order at 5:02 pm by Chair Steve Stata.

#### 1. Changes or Additions to the Agenda

To accommodate visitors to the meeting, it was decided to move #11 Speed/Traffic Update to the top of the agenda, followed by #16 Cannon Update.

#### 2. Speed/Traffic Update

Cathy Tudhope and Allen Hall reported on the Speed Limit Committee meeting last week. The members reviewed the Sheriff Department traffic survey of School Street done in April. The speeds of 1910 cars going west on School St. were measured, with results ranging from 21 to 55 mph. The current posted speed limit for School St. is 25 mph. The committee members voted to raise the speed limit to 45 mph; in addition, they voted to raise the school zone speed limit to 30 mph. The school zone was identified as extending from the Salt Shed to just beyond the trees that end before Littlefield's. The committee proposes using solar flashing lights on the west sign station and a solar digital speed indicator at the eastern sign station for the school zone. New 30 mph signs will be needed at either end of the school zone, and the existing 25 mph signs will be replaced with 45 mph. Turner expressed concern about the sudden transition from 45 to 30 mph. The Selectboard advised the committee to research prices for the flashing lights and digital speed indicator to present to the Board.

#### 3. Cannon Update

Lyle Andrews provided a detailed budget for the restoration of the cannon for the Selectboard to consider. His budget figures are broken down into low, estimated, and high figures which range from \$1497.55 to \$4116.30 for the total cost of the project. Lyle has consulted the Lake Champlain Maritime Museum regarding methods and costs for treatment and restoration of iron. He described the process. At his own expense, Lyle has purchased white oak and had it custom cut for the cannon cheeks. He hopes the seasoning and drilling of these slabs will prove successful. There was a discussion of safety concerns for the use of tannic acid for the iron treatment. Respirator masks and chemical gloves are in the budget, and recommended procedures will be followed. A copy of the budget was passed to Joyce Tuck for the Library Board. Eventual placement of the restored cannon is still under discussion.

#### 4. Appointment of Clerk of the Selectboard

Stata reported that Sarah Noble has been asked to serve as Clerk of the Selectboard and has expressed an interest.

**Spaulding made a motion to appoint Sarah Noble as Clerk of the Selectboard, Turner seconded the motion and all voted in favor.** Betsy Howland and Stata will meet with Sarah during the last week of June to review the duties of the job.

#### 5. Executive Session

There was no need to go into Executive Session.

#### 6. Fee Schedule for Public Records Request

Stata reported that since the Town has no specific fee schedule, the Secretary of State fee schedule must be used when invoicing for public records requests, specifically for the public records request from Louise Koss. Betsy Howland had minutes from the November 4, 2015 Selectboard meeting when a fee schedule was adopted. However, the minutes do not record what the fee schedule was. The Selectboard will add adoption of a fee schedule to their agenda for the next regular meeting. In the interim the Town will use the Secretary of State fee schedule.

Toward the end of the month Stata, with assistance from Howland, will work on putting together an invoice for Louise Koss's public records request.

#### 7. Warning for Special Election

Stata read the draft warning for a special election on July 11, 2017 to fill five officer positions: Town Clerk, Town Treasurer, two Auditor positions, and Trustee of the Public Funds.

**Spaulding made a motion to approve the warning for the special election, Turner seconded the motion and all voted in favor.**

**The warning was signed and turned over to the Town Clerk for recording.**

The vacant Constable position cannot be added to the warning because the deadline for candidate petitions has passed.

#### 8. External CPA Audit

Stata has contacted David Angolano regarding doing a treasurer transition audit for the Town and was advised that Angolano & Co. is no longer doing external auditing for municipalities.

The Selectboard will need to contact several CPA firms for input in choosing a new audit firm.

David Angolano suggested contacting A.M. Peisch and one other company. The VLCT and other towns will be contacted for their recommendations. The Town will be looking for proposals for a treasurer transition audit, and also for future one year or three year audits of the Town's financial records.

#### 9. Warrants for Payroll and Payables

Two payroll warrants and four payables warrants were presented by the Treasurer for approval or ratification.

**Motion by Spaulding to ratify Stata's signature on the 5/13/17 payroll warrant in the amount of \$2412.16, 2<sup>nd</sup> by Turner and all voted in favor.**

**Motion by Spaulding to ratify Turner's signature on the 5/27/17 payroll warrant in the amount of \$1943.78, 2<sup>nd</sup> by Stata and all voted in favor.**

**Motion by Spaulding to approve the EFT (electronic payments) warrant for May 2017, 2<sup>nd</sup> by Turner and all voted in favor.**

**Motion by Spaulding to ratify Turner's signature on the 5/15/17 payables warrant in the amount of \$415.00, 2<sup>nd</sup> by Turner, and all voted in favor.**

**Motion by Spaulding to ratify Stata's signature on the 5/18/17 payables warrant in the amount of \$312,780.20, 2<sup>nd</sup> by Turner, and all voted in favor.**

Stata noted that this warrant included payment of education tax of \$283,815.57.

**Motion by Spaulding to approve the 06/07/2017 payables warrant in the amount of \$5725.39, 2<sup>nd</sup> by Turner, and all voted in favor.**

10. Minutes of May 3, 2017

**Motion by Spaulding to approve the minutes of May 3, 2017, 2<sup>nd</sup> by Turner and all voted in favor.**

11. Dog Warrant for Animal Control Officer

The Town Clerk had prepared a warrant for Animal Control officer Everett Dubuque listing nine delinquent dogs.

**Motion by Spaulding to sign the warrant, 2<sup>nd</sup> by Turner and all voted in favor.**

12. 2017 Town Service Officer Appointments

Joyce Tuck has volunteered to take on the position of Town Service Officer.

**Motion by Spaulding to appoint Joyce Tuck to the position of Town Service Officer, 2<sup>nd</sup> by Turner and all voted in favor.**

13. Road Commissioner Report

Turner reported on the condition of the Main St. culvert that drains the swamp across from the Town Hall. Both ends of the culvert have collapsed and there is a sink hole at the east end. The sink hole has been marked with a cone. John Yartz recommends replacement of the culvert as soon as feasible because the culvert is very old and the middle may collapse as well. Turner will contact Dig Safe and make a plan for a 2' culvert.

Pothole repair is over-budget due to the use of hot mix rather than cold patch, but the results are much more satisfactory.

14. Venting Wells at old Dump site

Spaulding will take care of the well venting after the first cut of hay has been completed.

15. Monthly Budget & Balance Sheet Discussion

The checking account balance is \$34,438.77, indicating the need to borrow money in anticipation of taxes. Cathy Tudhope reported that the Town borrowed money at about this same time last year, and set up a \$45,000 line of credit to draw from. Community Bank will be providing a cost analysis sheet, and recommended estimating expenses through August 20 to determine how much to borrow.

Tudhope will need an estimate of road expenses from Turner and an estimate of charges from Stitzel, Page and Fletcher, which may be substantial.

The timeline for borrowing is about two weeks, and someone needs to be authorized to sign the documents. **Spaulding made a motion to authorize Tudhope as interim treasurer to sign the documents, this was seconded by Turner, and all voted in favor.**

Tudhope reported that the Town can again take credit cards at the office and that credit card payments can be taken over the phone. E-check payments are not yet activated.

The Town has received a credit re-imbusement from Swanton Lumber of \$150.30, which has been in limbo since 2015.

16. Generator Update

Spaulding has removed the generator from the storage shed into a protected, but accessible area, so that it can be shown to prospective buyers.

17. Reappraisal Update

Debbie Spaulding reported that Mary LaBrecque and Tom Vickery are working on the waterfront property appraisals. Stearns Allen is away for a while. Tom has finished 50 properties, and Stearns and Mary have done about 130. Many erroneous parcel numbers and various other errors are being corrected during the appraisal process.

The Board reviewed a change of appraisal letter for the Town Hall. The appraisal went up due to the addition of the porch.

18. Duffy Conveyance to the Town

The missing deed that conveyed a parcel of land to the Town from the Duffy's has been located and recorded, so this issue is now solved.

19. VLCT PACIF requirements for independent contractors.

Betsy Howland reported that Vicky Abare from VLCT PACIF, who audited our workers compensation insurance, has cautioned the Town to begin following all the requirements for hiring independent contractors as communicated by PACIF back in June 2016. The hiring of all sole proprietors and independent contractors will require a contract with the Town, as well as other documents already in use. Howland will assemble a list of the contractors affected for the next regular meeting.

20. G.I. Sheriff Contract

The annual contract with the G.I. County Sheriff Department had been approved at an earlier meeting, but had not yet been signed. **Spaulding made a motion to sign the contract, this was seconded by Turner and all voted in favor.** Two copies of the contract were signed.

21. Other Business

Joyce Tuck asked when the Town flagpole on the Library property will be fixed, noting that it has been unusable for several years. Spaulding volunteered to take a look at it. Bill Howland offered to provide a flag that has been flown over the USA Capital.

There being no further business, Stata called for a motion to adjourn.

**Spaulding made a motion to adjourn at 6:26 pm, Turner seconded the motion and all voted in favor.**

Respectfully submitted,

Betsy Howland, Town Clerk

Selectboard approved on \_\_\_\_\_

Steve Stata \_\_\_\_\_

Rusty Spaulding \_\_\_\_\_

Selby Turner \_\_\_\_\_