Town of Isle La Motte

Select board Meeting

December 5, 2018

5:00 PM @ Town Hall

Members present: Selby Turner, Stephen Stata & Rustam Spaulding

Others present: Joyce Tuck, Paul Zera, Deborah Spaulding, Sheriff Ray Allen, Auditors Ron Smith & Samantha Ruggles, Carol Michaels, Sylvia Jensen & Bob Camp.

Meeting called to order at 5:00PM by Chair, Stephen Stata.

1. Additions to agenda

* Stata had discussion; adding website warrant issue & Sylvia Jensen February timesheet discussion to other business.

1. Executive session

* **Motion by Spaulding to go into executive session, 2nd by Turner-- All in favor.**
* **Motion by Spaulding to end executive session, 2nd by Turner-- All in favor.**
* Stata had discussion; executive session was about impending lawsuit.

1. Minutes of October 23, 2018 & November 4, 2018

* **Motion by Spaulding to approve October 23, 2018 minutes, 2nd by Turner-- All in favor.**
* **Motion by Spaulding to approve November 4, 2018 minutes, 2nd by Turner-- All in favor.**

1. Warrants for payroll & payables

* **Motion by Spaulding to ratify 11/1318 payroll, signed by Turner in the amount of $2482.19, 2nd by Stata-- All in favor.**
* **Motion by Spaulding to ratify 11/27/18 payroll, signed by Turner in the amount of $1622.55, 2nd by Stata-- All in favor.**
* **Motion by Spaulding to ratify 11/28/18 EFT payable, signed by Turner in the amount of $849.70, 2nd by Stata-- All in favor.**
* **Motion by Spaulding to approve 12/5/18 EFT payable in the amount of $43.00, 2nd by Stata-- All in favor.**
* **Motion by Spaulding to ratify 11/8/18 payable, signed by Turner in the amount of $41,666.66, 2nd by Stata-- All in favor.**
* **Motion by Spaulding to ratify 11/28/18 payable, signed by Turner in the amount of $356,313.07, 2nd by Stata-- All in favor.**
* **Motion by Spaulding to approve 12/5/18 payable in the amount of $548,251.66, 2nd by Stata-- All in favor.**

1. Monthly budget & balance sheet discussion
2. Sheriff’s Dept. Budget discussion

* Sheriff Allen had discussion; in regards to the sheriff’s dept. budget, there is a 2% increase for living wages, raising their hourly rate by $3.75. The dept. is officially in their new facility. The new facility can house 180 people in the conference room alone. The dept. is looking forward to holding American Heart Association classes and hunter ed. classes. They will announce which/ when classes will be offered after the new year. The new facility is also a designated cooling facility and is set up for a first responder facility during emergencies.

The dept. received a boat, donated by a VSP retiree. The sheriffs patrol 82 miles of land, but 180 miles of water.

They have also seen an increase around the holidays in car break ins, advise people not to leave money or gifts in their cars.

1. Lake Champlain islands Economic Development presentation

* Bob Camp had discussion; this is a low budget organization which counts on grants and town appropriations to provide funds to give small business’ opportunities to advance and thrive here in the Islands.

Sherri Potvin is the new director.

1. Confirmation of errors and omissions in Grand List- None.
2. RHR Smith & Company Audit update

* Ron Smith & Samantha Ruggles had discussion; Information after the 2015 audit was a little tough to follow. It clearly got better in 2017. We are happy to assist on the 2019 budget. A few recommendation are to get an article in place that allows the town to spend money from Jan-Mar of each year. Keep a 90 day capital reserve for infrastructure. The town should make sure to get I-9’s for every person who is paid through NEMRC payroll unless hired before 1986. Shorten the time it takes to get deposits to the bank & have a second sign off on bank reconciliations. We also feel that although it is okay, it is not best practice for the trustees to lend money to towns or schools. RHR Smith & Co. can send sample procedures to look over.
* Noble to email audit packets to Selectboard to read before signatures of the Selectboard chair and treasurer.
* **Motion by Spaulding to sign off on RHR Smith & Co. 2016 & 2017 audit pending any changes, 2nd by Turner-- All in favor.**
* Sylvia Jensen had discussion; Are these who are going to be auditing the 2018 books to be ready for town report?
* Stata had discussion; that is the intent.

1. Quarry Road plowing discussion

* Stata had discussion; it is the select boards understanding that the Town’s responsibility ends at the Quarry entrance.
* Sylvia Jensen had discussion; is there a road survey for Quarry Rd.?
* Stata had discussion; we should refer back to the Labombard/Grimes/Sunset Rock deeds to see where the road becomes private.

1. Press communications discussion/decision

* Stata had discussion; as a board we can’t restrict what each other says. Previously for anything under litigation one person was authorized to speak for the board. I can be that person if need be.

1. Discussion/decision on LaBombard letter

* Stata had discussion; after speaking with the attorneys we will draft a new letter to the LaBombard’s. They would like to be allowed to take their wastewater permit off of one lot and have it on another lot. It would enhance the towns lot because it would not have 2 septics.
* Sylvia Jensen had discussion; Are the LaBombard’s asking to amend their permit?
* Stata had discussion; not in those exact words.

1. Woodmen discussion/ decision

* Stata had discussion; the Town is still not named as additionally insured, but the attorney’s have been in communications with a Woodmen representative. Spoke with Buzz Surwillo and he is optimistic that a salvage company would be interested. It wouldn’t be cheap but they can determine what needs to be placed in a landfill/salvage/site disposal with the appropriate permits. Our biggest concern is still liability. It is the attorneys belief that the Towns liability is not there if stones are put across the driveway and a ‘No Trespassing’ signs is in place. It is already quite clear people have already been dismantling sections of the building.

1. Road Commissioner’s report

* Turner had discussion; there is word that there might be a salt shortage so if may be necessary to order more sooner rather than later.
* We will reach out to John Wilkins to speak about grant repayment, it will give a better idea of where we stand for the budget meetings.

1. Other Business

* Sylvia Jensen February timesheet discussion
* Sylvia Jensen had discussion; I submitted a revised timesheet on October 3rd for work done in 2017 & Louise Koss has not paid any more on her invoice.
* In October 2018 another time sheet was submitted for work done in February 2018 and it has not been approved to pay. This was for work done per the Mary LaBrecque complaint. Originally I was going to donate this time, but i’ve changed my mind.
* Stata had discussion; A precedent was set years ago with two previous employees. If a timesheet is not submitted timely, it will not be honored. Timely is not 8 months.
* Sylvia Jensen had discussion; what is timely? Do the Listers submit timely? What about the select board?
* Deborah Spaulding had discussion; I submit monthly because our work is sporadic.
* Rustam Spaulding had discussion; the select board is paid a fixed amount, it doesn’t apply the same way.
* Sylvia Jensen had discussion; So there must be a policy in the minutes in 2012-2013 on timely timesheets?
* Rustam Spaulding had discussion; Yes, you should be able to find them in the minutes.
* Stata had discussion; The warrants for payroll & payables have not been published on the website since April.
* Noble had discussion; I do find that KeVaco is not the most reliable when it comes to adding links of the minutes to the website. They had a security issue about a year ago and not every link has been restored. I will work on getting them back up next week.
* Stata had discussion; I can speak with KeVaco.
* Turner had discussion; the cannon is ready to move to the Fisk Farm site to be restored.
* Joyce Tuck had discussion; I would like to see published in the Town Report; How many meetings our representatives attend. Solid waste, regional planning & all other organizations. Are we getting any representation?
* Stata had discussion; these are all volunteer positions.
* Sylvia Jensen had discussion; maybe the Town could advertise in Front Porch Forum or the Islander for volunteers.

**Motion by Spaulding to adjourn meeting at 8:04PM, 2nd by Turner-- All in favor.**

Respectfully submitted,

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Selectboard Clerk

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

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Stephen Stata Rustam Spaulding Selby Turner