

Regular Selectboard Meeting
29 November 2023
6:00 PM
Town Office at Isle La Motte School and via Zoom

In Attendance: Mary-Catherine Graziano, Cary Sandvig, Barbara Callahan, Joseph Deller, Laura Miraldi, Peter Brzozowy, Erin Gilligan, Randy and Cindy Roberts (Sons of the American Revolution via Zoom), Carmine Centrella (via Zoom), Steven Reeve (via Zoom), Andrew Whipple (Sons of the American Revolution via Zoom), Andrea Carbone, and others not identified by name via Zoom

1. **Call to Order:** Meeting was called to order at 6:00 PM by Board Chair Mary-Catherine Graziano.
2. **Additions to agenda:** It was noted that a resignation was submitted and would be added to the agenda under Administration, Open Town Positions.
3. **Administration:**
 - *Town Clerk - monthly update* - Vickie Buswell was present to provide an update on the close of her second month of office, indicating that much progress had been made in her training on the various duties of her role. Ms. Buswell announced the hire of Debra Langlois as Assistant Town Clerk, a position which Chair Graziano noted that it is a statutory requirement to fill.
 - *Open Town Positions* - There have been no changes in status of vacant positions, and it was announced that Carol Michaels had tendered her resignation. The Selectboard read to the attendees Ms. Michaels' letter of resignation and noted her significant role in managing the Cemetery Commission's affairs.
 - *Selectboard Member Interviews + Appointment* - The Selectboard announced that not all candidates were available for the meeting, so interviews will be postponed to the December 20, 2023 meeting; apologies were given to Joseph Deller who was present for the interview.
 - *Board of Listers - Errors + Omissions* - There was no report presented for this meeting.
 - *Internal Financial Controls Checklist - review/approve* - The Selectboard reviewed the checklist, which is an annual requirement to be completed by the Treasurer; the document was not submitted this past summer, as required. Peter Brzozowy questioned if the checklist was a statutory requirement, which was affirmed. Cary Sandvig motioned for Mary-Catherine Graziano to work with the Town's bookkeeper to complete and submit the document, seconded by Mary-Catherine Graziano, all in favor. **A copy of the checklist will be included as an exhibit to the minutes.**
 - *Approve minutes 15 November 2023 meeting* - A motion to approve the prior Regular Selectboard Meeting minutes was made by Cary Sandvig, seconded by Mary-Catherine Graziano, all in favor.
 - *Warrants for payroll & payables* - **A copy of the warrants will be included as an exhibit to the minutes.**
 - 20 November 2023 payroll for \$1,638.76; motion to approve was made by Cary Sandvig, seconded by Mary-Catherine Graziano, all in favor.
 - 20 November 2023 payroll transfer for \$263.81 for the Internal Revenue Service and Vermont Department of Taxes; motion to approve was made by Cary Sandvig, seconded by Mary-Catherine Graziano, all in favor.
 - 29 November 2023 payable for \$1,601,489.00 for Education Taxes due to the Grand Isle Supervisory Union and the State of Vermont. A motion to approve was made by Cary Sandvig, seconded by Mary-Catherine Graziano, all in favor.
 - 29 November 2023 payable for \$9,602.47 for the loan repayment on the Salt Shed, two 2023 budgeted appropriations payments, legal fee reimbursables, and office supplies. A motion to approve was made by Cary Sandvig, seconded by Mary-Catherine Graziano, all in favor.
4. **Town Business:**
 - *Island Entrance - park update and plaque request* - Barbara Callahan provided a brief overview on the human remains that are buried at the Island entrance, noting that ongoing work will be cautious of their presence. Randy Roberts, President of the Vermont Society of Sons of the American Revolution presented a request to the Selectboard to place a plaque honoring Remember Baker, the first Vermonter killed in the American Revolution, to be placed at the Island entrance. Cary Sandvig motioned approving the plaque to be erected as deemed appropriate by the redevelopment team, seconded by Mary-Catherine Graziano, all in favor. Andrew Whipple thanked the Selectboard and noted that Mr. Baker's memory is one to celebrate, as he would have been a prominent figure in Vermont history had he not been killed in the war. **An image of the plaque will be included as an exhibit to the minutes.**

- *IT Upgrade/.Gov Discussion - logistics and anticipated purchases* - Selectboard Member Cary Sandvig provided an overview of a recent update call held with the Town's IT advisor Rural Solutions. Discussions surrounding security and backup of files is critical, and Member Sandvig will focus on a solution to backup data locally in lieu of hiring Rural Solutions to provide managed services at a minimum cost of \$6,000.00 per year. The NEMRC cloud service which would allow for the Town's bookkeeper to work remotely has some level of concern based on the current structure of the office's infrastructure, so an alternative remote access system will be discussed with NEMRC. Cary Sandvig will revise Rural Solutions' proposed scope of work surrounding the .Gov domain and present it at the next meeting, and the Selectboard approved the immediate purchase of new desktop computers and monitors for the Town Clerk and Treasurer by motion of Cary Sandvig, seconded by Mary-Catherine Graziano, all in favor.
- *Town Office Building* - At this time there are no updates to review.
- *Holiday Tree Lighting* - Laura Miraldi from the Isle La Motte Community Organization (ILMCO) announced the first annual holiday tree lighting and reception which is planned for Saturday, December 2, 2023. Isle La Motte of the Year Chet Bromley and Michelle Jarvis will light the tree at 6:00 PM in Veterans Park. Ms. Jarvis' father planted the tree in 1995 to honor the victims of the Oklahoma City bombing.

5. **Contracts/Grants/Bids:**

- *Town Office Custodial Services - bid review/award* - One bid for \$150.00 per week was received for the cleaning of the Town Office and multi-purpose room. A survey prepared by Barbara Callahan indicates that neighboring towns may have better pricing, so additional bids will be solicited. As the building has not been deeply cleaned since September, the Selectboard agreed to a one-time cleaning of the building for no more than \$150.00 by motion of Cary Sandvig, seconded by Mary-Catherine Graziano, all in favor.
- *FY24 Grants in Aid - scoping study* - Mary-Catherine Graziano will meet with Catherine Dimitruk from the Northwest Regional Planning Commission (NRPC) on Friday to discuss the completion of this scoping study.
- *FY25 Better Roads Grant Application* - This application will also be reviewed with NRPC this week.

6. **Roadways:**

- *Current status report* - There were no projects to report at this time.
- *Work Order Requests in Progress* - There are a number of work orders out for pricing, including pothole repair at the Post Office and Country Store, which may not be able to be addressed due to the temperature. A resident filed a missing sign report for Access Road; the cost to replace and install the sign is approximately \$175.00 and was approved by Mary-Catherine Graziano as acting Road Commissioner.
- *Roadside Tree Trimming* - Work may begin as early as Tuesday, December 5, 2023, as the contractor has now mobilized his equipment and staff. A public notice will be issued of the pending work on Main Street and a contract will be drafted for approval by all parties.
- *North Seawall damage assessment with NRPC* - The project will be reviewed with NRPC at the Selectboard Chair's previously mentioned meeting with the director of the organization scheduled for December 1, 2023.

7. **Other Business/Upcoming Important Dates:** There was no other business to discuss.

8. **Adjourn:** It was noted that a budget meeting would be held on November 30, 2023 at 6:00 PM. The meeting was adjourned at 7:22 PM, motioned by Cary Sandvig, seconded by Mary-Catherine Graziano, all in favor.

Respectfully submitted on 2 December 2023 -
Andrea Carbone

Mary-Catherine Graziano

Cary Sandvig

Internal Financial Controls Checklist for Municipalities – Cities and Towns

Document referenced in 24 V.S.A. § 1571(d)

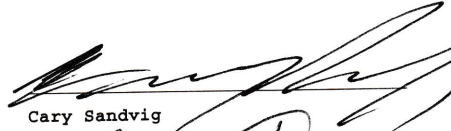
	Yes	No	Don't know	By whom
Are all town account records currently maintained by one individual?				
Do you reconcile bank and ledger balances monthly?				
Are checks always written to specified payees and not to cash?				
Does the same individual open the mail and deposit checks?				
Are pre-numbered checks used for all bank accounts?				
Are unopened bank statements delivered directly to the treasurer as received?				
Do you always provide a numbered receipt for any cash payment made to the town?				
Have select board members attended financial trainings?				
Are bank statements reconciled on a regular basis?				
Does someone other than the treasurer review bank reconciliations?				
Have you deposited town monies anywhere other than a town account?				
Have you deposited any non-town monies into a town account?				
Is interest in town accounts apportioned to each account?				
Have there been any changes in authorized signatures during the fiscal year?				
Has a signature stamp ever been used for any town account				
Has there ever been a theft, or unauthorized use of town funds or equipment?				
Are financial records maintained in a computerized system?				
Does the town have written policies and procedures for financial operations?				
Does each town official have copies of these policies and procedures?				
Have you attended trainings on recordkeeping?				
Are checks written by the same individual who approves payments?				
Are you a participant in any business which does business with the town?				
Do you maintain separate pages, columns or running balances for each fund?				
Do elected town auditors attend financial trainings?				
Are bank accounts and fund balances reconciled on a monthly basis?				
Does the town loan money to town employees?				
<p><i>As a signer below I certify to the best of my knowledge that the answers provided in this self-assessment questionnaire are an accurate representation of the operation of the Town/City of: _____, Vermont.</i></p> <p>Preparer: (signature) _____(printed name): _____ Title: _____</p> <p><i>Received by Select Board (signature): _____ on (date): _____</i></p>				

11/20/23
02:53 pm

Town of Isle La Motte Payroll
Check Warrant Report #18094
Check date 11/20/23 to 11/20/23

Employee	Gross	Fringes	Reimburse	FWT	FICA	MEDI	SWT	SDI	Local	Oth Dedu	Net Amt	Elec Amt	Check No
BOHANNON, DONNA L.	238.00	0.00	0.00	0.00	14.76	3.45	0.00	0.00	0.00	0.00	219.79	0.00	5598
BUSWELL, VICKIE L.	719.23	0.00	0.00	0.00	44.59	10.43	0.00	0.00	0.00	0.00	664.21	0.00	5599
CARBONE, ANDREA M.	312.50	0.00	0.00	0.00	19.38	4.53	0.00	0.00	0.00	0.00	288.59	0.00	5600
D'ANGELO, MARIE S.	200.00	0.00	64.19	0.00	12.40	2.90	2.51	0.00	0.00	0.00	246.38	0.00	5601
LABRECQUE, MARY E.	238.00	0.00	0.00	0.00	14.76	3.45	0.00	0.00	0.00	0.00	219.79	0.00	5602
	1707.73	0.00	64.19	0.00	105.89	24.76	2.51	0.00	0.00	0.00	1638.76	0.00	

To the Treasurer of Town of Isle La Motte
we hereby certify that there is due to the several persons whose
names are listed hereon the sum against each name and that
there are good and sufficient vouchers supporting the payments
aggregating \$ ***1,638.76
Let this be your order for the payments of these amounts.


Cary Sandvig


Mary Catherine Graftano

Rustam Spaulding

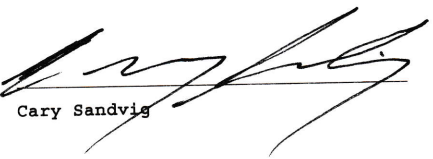
11/20/23
02:58 pm

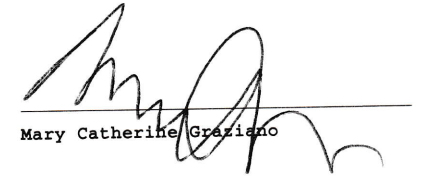
Town of Isle La Motte Accounts Payable
Check Warrant Report # Current Prior Next FY Invoices
All Manual\Direct Pays For Check Acct 01(General Fund) 11/22/23 To 11/22/23

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
IRS	INTERNAL REVENUE SERVICE	PR-11/20/23 Payroll Transfer	261.30	0.00	261.30	E 10010	11/22/23
VTAXES	VERMONT DEPARTMENT OF TAXES	PR-11/20/23 Payroll Transfer	2.51	0.00	2.51	E 10011	11/22/23
Report Total			263.81	0.00	263.81		

Selectboard

To the Treasurer of Town of Isle La Motte, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *****263.81
Let this be your order for the payments of these amounts.


Cary Sandvig


Mary Catherine Graziano

Rustam Spaulding

11/29/23
12:37 pm

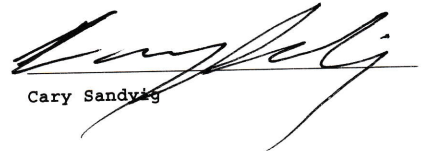
Town of Isle La Motte Accounts Payable
Check Warrant Report # Current Prior Next FY Invoices
For checks For Check Acct 01(General Fund) 11/29/23 To 11/29/23

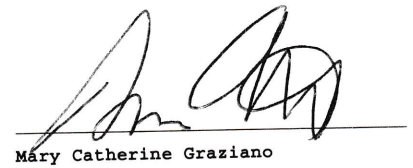
Page 1
Clerk

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
GSIU	GRAND ISLE SUPERVISORY UNION	20231201 Ed Tax Due School FY24	1040796.00	0.00	1040796.00	5603	11/29/23
VTSTTREA	STATE OF VERMONT	20231201 State Ed Tax FY 24 #1	560693.00	0.00	560693.00	5604	11/29/23
Report Total			1,601,489.00	0.00	1,601,489.00		

To the Treasurer of Town of Isle La Motte, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *1,601,489.00
Let this be your order for the payments of these amounts.

Selectboard


Cary Sandy


Mary Catherine Graziano

Rustam Spaulding

11/29/2023
01:38 pm

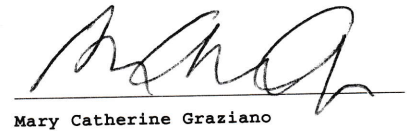
Town of Isle La Motte Accounts Payable
Check Warrant Report # Current Prior Next FY Invoices
Manually Selected For Check Acct 01(General Fund) 11/29/2023 To 11/29/2023

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
COMMUNITY BANK NA	20231104	Salt Shed Loan	6935.10	0.00	6935.10	5605	11/29/23
NUSI NORTHWESTERN UNIT FOR SPECIAL	11272023	Appropriation 2023	1500.00	0.00	1500.00	5607	11/29/23
OFFICE DEPOT	20231115	Office supplies	85.38	0.00	85.38	5608	11/29/23
STITZEL, PAGE & FLETCHER, PC	78652	Legal fees	80.00	0.00	80.00	5609	11/29/23
VOICES AGAINST VIOLENCE	11272023	Appropriation 2023	1000.00	0.00	1000.00	5610	11/29/23
W. B. MASON CO., INC.	242258296	Water cooler rental	1.99	0.00	1.99	5611	11/29/23
Report Total			9,602.47	0.00	9,602.47		

To the Treasurer of Town of Isle La Motte, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *****9,602.47
Let this be your order for the payments of these amounts.

Selectboard


Cary Sandvig


Mary Catherine Graziano

Rustam Spaulding

1775
1929

CAPTAIN REMEMBER BAKER
VERMONT PIONEER AND A LEADER OF THE
GREEN MOUNTAIN BOYS WAS KILLED NEAR THIS SPOT
BY INDIANS WHILE ON A SCOUTING EXPEDITION, IN
AUGUST, 1775

HE WAS THE FIRST AMERICAN KILLED IN
CANADA IN THE WAR OF THE AMERICAN REVOLUTION

"HIS DEATH MADE MORE NOISE IN THE COUNTRY
THAN THE LOSS OF A THOUSAND MEN TOWARDS THE
END OF THE AMERICAN WAR."-IRA ALLEN.

ERECTED BY THE VERMONT SOCIETY
SONS OF THE AMERICAN REVOLUTION, THROUGH COURTESY OF THE
HISTORIC SITES AND MONUMENTS BOARD OF CANADA

LE CAPITAINE REMEMBER BAKER
PIONNIER DU VERMONT ET COMMANDANT DES
"GREEN MOUNTAIN BOYS" TUÉ PRÈS D'ICI PAR LES
SAUVAGES AU MOIS D'AOUT 1775, AU COURS D'UNE
RECONNAISSANCE

IL FUT LE PREMIER AMÉRICAIN TUÉ AU CANADA
LORS DE LA GUERRE DE L'INDÉPENDANCE AMÉRICAINNE

"SA MORT CAUSA PLUS D'ÉMOI DANS LE PAYS
QUE LA PERTE DE MILLE HOMMES VERS LA FIN DE LA GUERRE
DE L'INDÉPENDANCE."-IRA ALLEN.

ÉRIGÉE PAR LA SOCIÉTÉ DES
"SONS OF THE AMERICAN REVOLUTION," SUCCURSALE DU VERMONT
GRÂCE À LA BIENVEILLANCE DE LA COMMISSION DES SITES
ET DES MONUMENTS HISTORIQUES DU CANADA