

Selectboard Budget Meeting
28 December 2023
6:00 PM
Town Office at Isle La Motte School and via Zoom

In Attendance: Mary-Catherine Graziano, Cary Sandvig, Joe Deller, Pat Treckman (via Zoom), Carmine Centrella (via Zoom), Bobby Dean (via Zoom), Erin Gilligan (via Zoom), Cathy Tudhope (via Zoom), Steven Reeve (via Zoom), Beth Meese (via Zoom), Andrea Carbone

1. **Call to Order:** Meeting was called to order at 6:01 PM by Board Chair Mary-Catherine Graziano.
2. **Additions to agenda:** There were no additions to the agenda noted.
3. **Budget Expenses Review:**
 - *Review of Budget Progress to Date* - Chair Graziano initiated the meeting with a review of progress to date as an overview for new Selectboard Member Joe Deller. At this time, Ms. Graziano also reviewed the administrative responsibilities for the Selectboard over the next few months which includes preparing the budget, assembling the Town Report, and participating in the Town Meeting.
 - *Staffing Models Review* - Mary-Catherine Graziano presented the various staffing models that are being discussed for the Town administration. At present, the 2024 budget is carrying the existing staffing in office at the current rates of pay in order to minimize increases to expenses, but there may be some savings that could offset a change in staffing. Member Deller asked if the staffing model was changed what would be the mechanism to move to another model once stabilization in office occurs, and it was noted that a Town vote would be required to change the model as there is no Town charter.
 - *Services - line by line review*
 - Vermont State Police - Expense will be budgeted flat year over year.
 - Audit Services - The Selectboard briefly reviewed the bids and agreed that the two scopes of work submitted were similar and the higher bid/expense could not be justified. Cary Sandvig motioned to award the 2023 audit to RHR Smith, seconded by Joe Deller, all in favor. A discussion of moving to a mid-year fiscal year was held, which would allow for time for the accounting team to close the year-end books, as well as ensure the prior-year audit was complete; consideration of the move will be discussed in the future.
 - G.I. Sheriff Contract - The Grand Isle Sheriff's office has revised their service request for the fiscal year beginning in July, the increase is \$647.83 a month over the current rate. An increase in hours was suggested, but the Selectboard agreed that the Sheriff's presence on Isle La Motte was not preventative and an increase in cost could not be justified.
 - Rec Site/Mowing - An estimate of \$3,000 is being carried for mowing of the Recreation Park, while the same expense for the Town Office property is being carried in the Town Hall & Town Properties expenses.
 - Transfers Out - A transfer from the General Fund to the Recreation Department in the amount of \$3,000 has been logged, which is the Department's appropriation request for 2024. As uncovered in November, this Transfer Out was overlooked in the 2023 budget.
 - *Department Reviews*
 - Recreation - As noted, the Recreation Department submitted a \$3,000 appropriation request for the upcoming year. There is currently no projection for incoming revenue for the Department.
 - Highway - It was noted that there would be carryover grant money to 2024 not expended in 2023.
 - Snow Removal - The current contract expires in March 2024, a new three-year contract will be bid in the coming year. Assuming that the current contractor will not be bidding for the work, an increase of 30% will be budgeted for the second half of 2024. A reconciliation of the 2022 actual expense will be conducted as it was higher than was contracted for the period.
 - Salt and Sand - Expense will be budgeted flat year over year.
 - Salt Shed - The expense noted for 2022 was applicable to Interest on Loan.
 - Interest on Loan - An allowance for interest on the loan has been estimated.
 - Loan Re-payment - There is one expected payment left for the shed, an estimated \$9,000 is projected. A follow-up with the bank will be made to confirm the total outstanding balance.
 - Paving/Blacktop - Chair Graziano noted that a more comprehensive look at roads and maintenance will need to be conducted now that a full Board is in place; the expense will be flat budgeted year over year.

- Gravel and Stone - An increase in the expense is projected due to year over year trends.
- Pot Hole Repair - An increase in the expense is projected due to year over year trends.
- Ditching & Culverts - As there is a backlog of ditching and culvert issues to address, the expense will be flat budgeted year over year. It was noted that there were likely some miscodings in 2022 attributing to the spike in expense for 2023. Pat Treckman inquired as to owner-conducted ditching and culvert work and Chair Graziano stated that residents may perform their own work, though pre-approval is required and any future issues impacting the right of way may be addressed by the Town.
- Erosion Control - A review of this line item will be conducted to confirm what has been coded to the expense; currently the budget is a slight increase year over year.
- Mowing Roadsides - This contract will be bid in 2024 for a period of three years. A year over year increase is expected.
- Grading/Chloride - A year over year increase will be projected based on trends. It was noted that chloride is rarely used, the majority of the expense is grading.
- Equipment Rental/Purchase - No rentals are expected in 2024.
- Highways Markers - A review of the 2023 expenses will be conducted, and it was noted that several residents will need to be billed for private road signs that were purchased on their behalf by the Town.
- Grant Projects - A review of the line item will be made for 2023, as this line is to only include the Town's grant match expense, not the full grant award expected.
- Stormwater - A review of the line item will be conducted for expenses posted in 2023 as there was no budget planned for this expense.
- Tree/Brush Removal - The estimate for tree trimming for West Shore Road will be budgeted for this line item. In light of Vermont Electric Cooperative's recent announcement of tree trimming on Isle La Motte the current roadside tree trimming will be paused.
- Engineering - An allowance will be included for this line item as Board Chair Graziano would like to see an increase in studies on road issues.
- Road Commissioner wages - As the current staffing model is being carried the expense protected is flat year over year.
- Miscellaneous Road Expenses/Street Lights - Additional expenses may be coded to this line item before the year is closed, as street light expenses had been miscoded earlier in the year.
- Miscellaneous Road Labor - Mary-Catherine Graziano stated a desire to move this line item to the general fund, as the line item can be used to fund emergency road-related events.
- Road Erosion Inventory (REI) - This expense is included in services provided by the Northwest Regional Planning Commission (NRPC).
- Listers - A budget is pending from the Listers, but it is expected that revenue and expenses will remain flat year over year with the exception of payroll, which is expected to rise on an increase in the hourly rate paid to the team.

4. Administration:

- *Future Budget Meeting Scheduling* - Chair Graziano requested that the Selectboard Members review the various staffing models presented in advance of next week's meeting. The next budget meeting will be held in conjunction with the Regular Selectboard meeting on Wednesday, January 3, 2024 at 6:00 PM. The goal will be to review the staffing models and prepare the warning and articles for the Town Report.
- *Important Dates* - The Selectboard is working towards a January 20, 2024 completion date for the budget, at which time the Town Report will be assembled and submitted for publishing.
- *Old Town Hall* - In order to combat humidity in the building, Sylvia Jensen has offered to install and monitor a dehumidifier. Cary Sandvig motioned to approve the plan, seconded by Joe Deller, all in favor.

5. Other Business:

- *Approve Minutes from Prior Meetings*
 - 19 November 2023 - A motion to approve the prior Regular Selectboard Meeting minutes was made by Cary Sandvig, seconded by Mary-Catherine Graziano, all in favor.
 - 30 November 2023 - A motion to approve the prior Selectboard Budget Meeting minutes was made by Mary-Catherine Graziano, seconded by Cary Sandvig, all in favor.
 - 14 December 2023 - A motion to approve the prior Selectboard Budget Meeting minutes was made by Cary Sandvig, seconded by Mary-Catherine Graziano, all in favor.

- 20 December 2023 - A motion to approve the prior Regular Selectboard Meeting minutes was made by Cary Sandvig, seconded by Joe Deller, all in favor.
 - **Warrants for Payables - A copy of the warrants will be included as an exhibit to the minutes.**
 - 27 December 2023 payable for \$35,009.28 for road salt and sand, Town Office water system repair, office supplies, computer upgrades for the Town Office, and the January snow removal invoice. A motion to approve was made by Cary Sandvig, seconded by Joe Deller, all in favor.
 - 4 December 2023 payroll taxes for \$458.62 including IRS and Vermont state taxes, ratification of Cary Sandvig's signature. A motion to approve was made by Mary-Catherine Graziano, seconded by Cary Sandvig, all in favor.
 - 20 December 2023 payroll taxes for \$1,036.86 including IRS and Vermont state taxes, ratification of Cary Sandvig's signature. A motion to approve was made by Mary-Catherine Graziano, seconded by Cary Sandvig, all in favor.
 - There are two additional payroll warrants pending ratification of Cary Sandvig's signature by Mary-Catherine Graziano.
6. **Adjourn:** Meeting was adjourned at 8:05 PM, motioned by Cary Sandvig, seconded by Joe Deller, all in favor.

Respectfully submitted on 1 January 2024 -
 Andrea Carbone

Mary-Catherine Graziano

Cary Sandvig

Joe Deller

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
BLAIR	BLAIRS TRUCKING	2748 Trucking	2812.50	0.00	2812.50	5651	12/27/23
CHEV	CHEVALIER DRILING CO	90833 Water system repair	691.84	0.00	691.84	5652	12/27/23
CONSCOMM	CONSOLIDATED COMMUNICATIONS	11252023 Phone	76.94	0.00	76.94	5653	12/27/23
CONSCOMM	CONSOLIDATED COMMUNICATIONS	12252023 phone	74.18	0.00	74.18	5653	12/27/23

					Check Total	151.12	
FIRSTB	FIRST BANKCARD	01036182 Card 6182	423.82	0.00	423.82	5654	12/27/23
YARATZ	JOHN YARATZ EXCAVATION LLC	195896 Road Repair	180.00	0.00	180.00	5655	12/27/23
YARATZ	JOHN YARATZ EXCAVATION LLC	4799301 January Plowing	30000.00	0.00	30000.00	5655	12/27/23

					Check Total	30180.00	
RURAL	RURAL SOLUTIONS	3320 Computer installation	750.00	0.00	750.00	5656	12/27/23

Report Total			35,009.28	0.00	35,009.28		

					=====		

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 \$ ****35,009.28
 Let this be your order for the payments of these amounts.

Selectboard



Cary Sandvig



Mary Catherine Graziano



Joseph Deller

12/04/23
12:53 pm

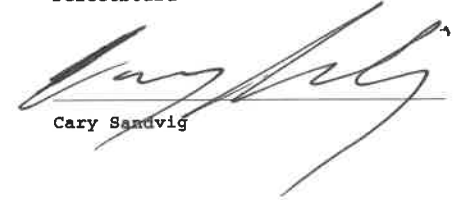
Town of Isle La Motte Accounts Payable
Check Warrant Report # Current Prior Next FY Invoices
All Manual\Direct Pays For Check Acct 01(General Fund) 12/06/23 To 12/06/23

Page 1
Clerk

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
IRS	INTERNAL REVENUE SERVICE	PR-12/06/23 Payroll Transfer	429.82	0.00	429.82 E	10012	12/06/23
VTTAXES	VERMONT DEPARTMENT OF TAXES	PR-12/06/23 Payroll Transfer	28.80	0.00	28.80 E	10013	12/06/23
Report Total			458.62	0.00	458.62		

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 \$ *****458.62
Let this be your order for the payments of these amounts.

Selectboard


Cary Sandvig


Mary Catherine Graziano

Rustam Spaulding

12/20/23
03:57 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) 12/20/23 To 12/20/23

Page 1
TCA

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
IRS	INTERNAL REVENUE SERVICE	PR-12/20/23 Payroll Transfer	1428.22	0.00	1428.22	E 10017	12/20/23
IRS	INTERNAL REVENUE SERVICE	PR-12/20/23A Payroll Transfer	-451.35	0.00	-451.35	E 10017	12/20/23
					Check Total	976.87	
VTTAXES	VERMONT DEPARTMENT OF TAXES	PR-12/20/23 Payroll Transfer	140.81	0.00	140.81	E 10018	12/20/23
VTTAXES	VERMONT DEPARTMENT OF TAXES	PR-12/20/23A Payroll Transfer	-80.82	0.00	-80.82	E 10018	12/20/23
					Check Total	59.99	
Report Total			1,036.86	0.00	1,036.86		

Selectboard


Cary Sandvig

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 \$ *****1,036.86
Let this be your order for the payments of these amounts.


Mary Catherine Graziano

Rustam Spaulding