

Selectboard Budget Meeting
1 February 2024
6:30 PM
Town Office at Isle La Motte School and via Zoom

In Attendance: Mary-Catherine Graziano, Cary Sandvig, Joseph Deller, Debra Langlois, Pat Treckman (via Zoom), Vickie Buswell (via Zoom), Andrea Carbone

1. **Call to Order:** Meeting was called to order at 6:00 PM by Board Chair Mary-Catherine Graziano.
2. **Additions to Agenda:** The Selectboard advised it would be adding a discussion of Town Office security to the agenda.
3. **Administration**
 - *Town Office Building Security* - The Selectboard discussed the alarming and security of the building, as it has been brought to their attention that the security alarm has not always been armed when the building is accessed. In order to ensure the alarm is activated, the Selectboard will check the building on days the building is occupied. Mary-Catherine Graziano will check the building on odd numbered days, Cary Sandvig on even numbered days. Remote access to the alarm panel is possible, but the expense is considerable.
 - *Warrants for payroll & payables* - A copy of the warrants will be included as an exhibit to the minutes.
 - 31 January 2024 - Payroll in the amount of \$2,208.47; motion to approve was made by Cary Sandvig, seconded by Joe Deller, all in favor. The bookkeeper will be advised to change the warrant, which still reflects the name of the former Selectboard member.
 - 31 January 2024 - Payroll Transfer for the Internal Revenue Service and Vermont department of Taxes in the amount of \$387.62; motion to approve was made by Cary Sandvig, seconded by Joe Deller, all in favor.
 - *Town Office - property management assistance, discuss/approve* - Toby Peacock has offered to provide part-time maintenance of the building, likely twice a month for several hours, at a cost of \$50.00 per hour. A motion to approve the property manager was made by Cary Sandvig, seconded by Joe Deller, all in favor. A contract and scope of work/checklist will be prepared for review and approval at the next meeting.
 - *Town Office - discuss rekeying/alarm work proposals* - A third alarm panel installed at the classroom entrance will cost approximately \$500, and the cost of the rekeying of the building to secure Town Office spaces from Community spaces is expected in the next week. Cary Sandvig motioned to approve the work as described, seconded by Joe Deller, all in favor. At this time it was noted that the fire alarm panel repair had been confirmed to require completion by Consolidated Communications, not DC Energy who manages the security alarm. A request had also been made to add a second phone line to the main number to improve communications, and that work will be coordinated with the fire alarm panel repair.
 - *Town Survey - distribution discussion* - A summary report and full results of the Town Survey are available and have been reviewed by the Town Planning Commission and Selectboard. A discussion of the distribution followed; it was noted that a number of residents are called out directly in the raw data report, though submissions were anonymous. It was decided to post the results on the Town's website and advertise the availability of the reports via public notice at the three posting locations in Town. Because of concerns about ongoing emotional volatility in the town, and a recent correlation between that volatility and social media, there will not be any social media announcements marking the posting of the survey results.
4. **Budget Review**
 - *Town Report Final Review* - The Selectboard members reviewed the printer's proof of the Town Report. With the expectation of the missing pages for the audit and the Champlain Islands Unified Union School District (CIUUSD) warning, the proof was approved by motion of Cary Sandvig, seconded by Joe Deller, all in favor. Mary-Catherine Graziano stated that the audit report was requested by Friday, February 2, 2024 and the school warning had already been received.
 - *Calendar Review - key upcoming events* - The board reviewed the calendar through the election, noting the following items:
 - The annual highway statement will be prepared at the next Selectboard meeting, it is due February 10 to the Town Clerk.
 - It was noted that ballots will not be mailed to every household this year as has been done since the pandemic began and was previously announced to be occurring.
 - Town Reports will be mailed no later than February 24, ten days before the Informational Town Meeting.

- The voter checklist must be posted in public by February 4. The Selectboard Chair requested that voter birth year information be redacted from the list this year.
- The multi-purpose room will be used for the Town Meeting to ensure adequate seating for residents.
- Cary Sandvig reviewed the process by which the Selectboard is formed at the beginning of each year following the election for the benefit of new member Joe Deller.
- Should the article to expand the membership of the Selectboard pass the special election warning will be posted on March 6, 2025.

5. Other Business:

- *Voting Registration* - Debra Langlois inquired about the ability for someone not on the voter checklist to register to vote. It was confirmed that a person could register to vote in advance online or at the Town Office but would also be able to register onsite on election day provided they were prepared with photo identification and proof of residency.
- *Elected Positions* - Cary Sandvig inquired as to the positions which did not have a candidate running and those include Cemetery Commissioner one and three-year terms, Grand Juror, Town Agent, and Town Moderator. Appointments will be made for these positions if a write in candidate does not materialize.

6. Adjourn: The meeting was adjourned at 6:52 PM, motioned by Cary Sandvig, seconded by Joe Deller, all in favor.

Respectfully submitted on 4 February 2024 -
Andrea Carbone

Mary-Catherine Graziano

Cary Sandvig

Joe Deller

01/31/24
11:42 am

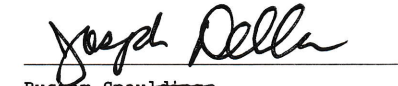
Town of Isle La Motte Payroll
Check Warrant Report #18101
Check date 01/31/24 to 01/31/24

Employee	Gross	Fringes	Reimburse	FWT	FICA	MEDI	SWT	SDI	Local	Oth	Dedu	Net Amt	Elec Amt	Check No
BUSWELL, VICKIE L.	719.23	0.00	0.00	0.00	44.59	10.43	0.00	0.00	0.00	0.00	0.00	664.21	0.00	5692
CARBONE, ANDREA M.	300.00	0.00	0.00	0.00	18.60	4.35	0.00	0.00	0.00	0.00	0.00	277.05	0.00	5693
D'ANGELO, MARIE S.	562.50	0.00	65.66	0.00	34.88	8.16	14.66	0.00	0.00	0.00	0.00	570.46	0.00	5694
LABRECQUE, MARY E.	246.87	0.00	0.00	0.00	15.31	3.58	0.00	0.00	0.00	0.00	0.00	227.98	0.00	5695
LANGLOIS, DEBRA J.	522.00	0.00	0.00	0.00	32.36	7.57	13.30	0.00	0.00	0.00	0.00	468.77	0.00	5696
	2350.60	0.00	65.66	0.00	145.74	34.09	27.96	0.00	0.00	0.00	0.00	2208.47	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 \$ ***2,208.47
Let this be your order for the payments of these amounts.


Cary Sandvig


Mary Catherine Graziano


~~Rustam Spaulding~~
Joseph Della

01/31/24
11:51 am

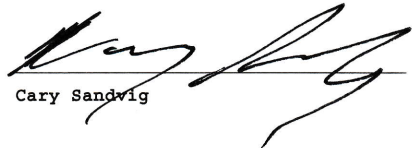
Town of Isle La Motte Accounts Payable
Check Warrant Report # Current Prior Next FY Invoices
All Manual\Direct Pays For Check Acct 01(General Fund) 01/31/24 To 01/31/24

Page 1
TCA

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
IRS	INTERNAL REVENUE SERVICE	PR-01/31/24 Payroll Transfer	359.66	0.00	359.66 E	10023	01/31/24
VTTAXES	VERMONT DEPARTMENT OF TAXES	PR-01/31/24 Payroll Transfer	27.96	0.00	27.96 E	10024	01/31/24
Report Total			387.62	0.00	387.62		

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 \$ *****387.62
Let this be your order for the payments of these amounts.


Cary Sandvig


Mary Catherine Graziano


Joseph Deller