

**Town of Isle La Motte****Selectboard Special Meeting Agenda**

June 25, 2025

2:00 PM at Isle La Motte Town Office and via Zoom

TOPIC / DISCUSSION		START	END
1	Call to Order	2:00 PM	2:00 PM
2	Additions to Agenda	2:00 PM	2:00 PM
3	Administration <ul style="list-style-type: none"><li>Selectboard Assistant Onboarding Logistics and Timeline<ul style="list-style-type: none"><li>Workstation Review – location, computer + office supply needs, temporary computer installation</li><li>Communications – email/MS365 account</li><li>Office Phones – discuss options/alternatives for additional lines and/or mobile devices</li><li>Training/Onboarding<ul style="list-style-type: none"><li>Administrative – paperwork, timesheets, office key, alarm code</li><li>Roadways + Grants – overview of tasks and grants in progress/pending, grant management + reporting</li><li>Selectboard – action items management, filing system for Town Office, website management, additional tasks discussion</li></ul></li></ul></li></ul>	2:00 PM	2:55 PM
4	Other Business	2:55 PM	3:00 PM
5	Adjourn	3:00 PM	3:00 PM

*Times are an estimate only. Topics may be discussed sooner or later depending on when the previous item concludes.*

**Zoom Link:** <https://us02web.zoom.us/j/88093679235?pwd=OTZOUldCdW5sQmFmWXlaVHJHMmM2Zz09>  
**Phone:** +1 646 931 3860 or find your local number at <https://us02web.zoom.us/j/kett6ovVBV>  
**Passcode:** 416755  
**Meeting ID:** 880 9367 9235