

Grand Isle Select Board Meeting Minutes for August 15th, 2022 06:00 PM

I. CALL TO ORDER

Board Members Present: Adam White (Chair), Jeff Parizo, Couper Shaw, Eric Godin

Community Members Present: Ron Bushway, Colleen Bushway, Esther Blow, Sally Piccard, Jean Prouty, Lucille Campbell, Rachael Griggs, Suzanne Moquin, Melissa Boutin, Ellen Paradee, Sue Lawrence, Linda Effel, Randy Gover, Bonnie Batchelder, Joe Longo, Nate Gove, Patty Helsingius, Emily Clark, Kristina Botala, Mike Donoghue.

Board Members to Amend Agenda for Matters Not Listed:

Jeff: Unassigned Funds (Old Business), End of Year Discussion (Old Business)

II. GUEST OPEN COMMENT

Jean Prouty: Grand Isle Historical Update (New Business), IT Update (Old Business)

III. REVIEW AND APPROVE MINUTES

5/26/22 Minutes

Eric Moves to approve the minutes of 5/26/22. Couper seconds. Can't approve without Josie, moved to next meeting. ***Eric withdraws motion. Couper seconds.***

7/18/22 Minutes

Jeff motions to approve the July 18th 2022 minutes. Couper Seconds the motion. Jeff Parizo, Couper Shaw, and Adam White approve. Eric Godin abstains. The motion passes.

8/1/22 Minutes

Jeff wishes to strike the line on pg. 3, 1st bullet item, 'the zoning administrator can issue tickets but will have to be present as well'. The zoning administrator does not currently have the authority to issue tickets. It can be investigated in the future by the selectboard, but right now it's like the constable they need permission to issue tickets.

Jeff motions to approve the August 1st 2022 minutes with the corrections. Couper Seconds the motion. Jeff Parizo, Couper Shaw, Adam White, and Eric Godin approve. The motion passes.

Rachael was concerned that changing the minutes needed documentation, Eric informed her that the changes would be recorded on the 8/16/2022 minutes. Rachael suggested minutes be submitted to the board prior to posting on line. Jess responded that she would like documentation of changes via posting drafts and having edits recorded in the official minutes.

IV. HIGHWAY DEPARTMENT / BUILDING FACILITIES MANAGER UPDATE- Ron Bushway

- Ron is awaiting a response as to whether or not the library door has arrived.
- Highway forklift has been oiled, lubed and painted.
- Roadside mowing is still underway, a person on Hyde Rd. wanted additional mowing done. The requestor typically performs this task themselves, but the ditch was too steep this time.
- The north end of Lovers Lane was ditched due to washout from heavy rain.
- The access area on Folsom Harbor Rd. that the fire dept. uses to pump water out of the lake was graveled and graded.
- Cans were hauled from the transfer station, which has been busy this summer. Co-mingle was hauled last week, and was almost full this morning when checked.
- People are placing items such as stones in the right of way. Brad spoke to a person on Reynolds Rd. about stone and other items in the right of way. After being spoken to, the person on Reynolds added more 'stuff' to the initial items.
- Adam asked the size of the stones. Ron explained they are small, but snow plows will wipe them out. Ron also added there are a couple of other places with this issue, and if the highway department can not get the homeowners to cooperate, they might need the selectboard's help. Adam agreed to help.
- Adam asked if there would be a 2nd scrap metal day this year. Ron stated if they were going to do it, it would need to be done soon. He will talk to Brad.

V. GUESTS

Batchelder & Associates: Bonnie Batchelder explained the 18 findings she submitted to the selectboard in a letter, and answered questions below.

Adam asked Bonnie if the audit was completed. Bonnie responded that she was waiting for payroll items to be sent by Melissa to finish. Adam asked if the items Melissa will submit could impact the findings in this letter. Bonnie responded that it could, and item # 11 was left open based on the potential for the items she is waiting for to impact the findings.

Findings:

1. Bank accounts are reconciled by Treasurer with no oversight by the Selectboard. An independent review of the monthly bank reconciliations is suggested. Timing of reconciliations should be within the month following to ensure proper identification and correction of irregularities.

Jeff stated this is being worked on via internal controls. Adam thanked Bonnie for helping the town move forward with identifying missing internal controls.

2. The only signers to the bank account are the elected Treasurer and Assistant Treasurer. There is no established dollar limit which would require a second signature. We suggest that a Selectboard member be a second signer for checks over an established dollar threshold.

- Adam asked if Bonnie recommends a member of the selectboard become an authorized signer. Bonnie responded yes.
- Jeff asked if it should be amounts over \$5,000.00. Bonnie responded, yes over a material dollar amount, \$5,000.00 is pretty common.
- Adam stated that Josie reached out to Vermont League of Cities and Towns (VLCT), and their senior staff attorney Garrett Baxter made the comment that only the town treasurer, or assistant in their absence, has the authority under Vermont law to sign checks on behalf of the town. Adam asked if Bonnie has seen other towns that have selectboard members sign checks. Bonnie responded yes. Adam responded that the selectboard would have to look into it because VLCT says they can't, and wants to make sure that board members are in compliance with state law. Bonnie added that the select board member should not be the only signature on the check, but they should be a 2nd signature. The town clerk/treasurer would be the signator, and someone on the select board would be the 2nd, for the threshold dollar amount.
- Melissa mentioned that CD's and checking accounts for cemetery and library have additional signers. Adam asked if this means a second signer would be a trustee on the cemetery or library board. Melissa said yes.

3. During audit testing, we chose a sample of invoices to review, checking for valid amounts, approvals, coding, and clearing of the bank. We found that 80% of the invoices contained no form of approval on the invoice. All invoices should be approved prior to being entered into NEMRC by appropriate departments, treasurer or board members based on the Town's policies and procedures.

Adam stated that he didn't believe there were any town policies or procedures for this. Jeff agreed this would fall under the need for more internal controls.

4. Entries are being made to investment accounts which have not happened due to errors in how funds were supposed to be transferred. Cash should not be adjusted for transactions which have not physically happened as it over/under states the value of the particular investment account.

Adam asked for an example of this. Bonnie responded that the town votes on appropriation given to various reserve accounts or funds. She found mis-categorizations of some transfers, or the transfer wasn't done. There were manual entries in the books that put the money in the correct place versus actually transferring the money to the correct place. Cash has to be stated correctly, there can't be adjustments to it if the cash is not physically moved out of or deposited into an account. Adam responded that 'we can work more on that one'.

5. Warrants presented to Selectboard exclude all bank transfers to the School District and transfers to investments such as Certificate of Deposits. We suggest that all funds owed to the school district be sent via check and included on the warrants authorized by the Selectboard. We suggest that 100% of checks and disbursements go through the warrant process and there is a policy in place for emergency disbursements.

Adam stated that the selectboard can work with the school district on this. A school board member stated they prefer ACH. He will make sure that the selectboard gets it in writing. Jeff responded that it would be an internal control item. Adam agreed.

6. Currently, the Treasurer moves funds between Town bank accounts and investment accounts without authority or knowledge of the Selectboard. Based on Vermont Statute, the Treasurer is required to have the authorization of the Selectboard and should present at regular meetings for approval or an alternative method defined and agreed upon by the Selectboard.

Adam asked if this is regarding CD's. Bonnie responded 'that's the material amount, yes'. Adam replied this had been addressed. Jeff asked if this movement of funds is still happening currently with money that was appropriated to CD's, like capitol equipment fund. Adam and Bonnie responded that these findings were for the years of the audit Batchelder performed (2018-2020).

7. Payroll warrants only show payroll gross, taxes and net. There is no backup or time sheets included with payroll. Without proper backup, the Selectboard does not have the necessary information to properly review and authorize warrant or employee compensation.

Adam responded that this is currently being discussed.

8. During payroll testing, we found that staff were accounting for time under a comp time policy that did not exist. Time was being added to a comp time bank at straight time and later paid out at overtime. Selectboard was unaware of this practice until 2022.

- Jeff asked if people were paid overtime over 37 hours, and due to discussions, would like clarification.
- Bonnie responded that there were time sheets for 40 hours, 37 hours was paid, it was handwritten 'I want 37 hours and 3 hours to go into my comp time bank'. Anything over 40 hours is overtime. Regardless of if you have a 35, 37, 39, 39.5-hour work week, overtime doesn't start until 40 hours. 3 hours of straight time can't be put in a comp time bank then be paid out at time and a half. Jeff asked who the employees are that engaged in this practice. Bonnie responded that it was Melissa. Jeff asked if the road foreman engaged in this practice. Bonnie responded that those records no longer exist, there was no record of any comp time tracking for the highway department. Jeff will get dates for the scenario Bonnie described above.

9. A comp time policy should be established, addressing approval process, tracking, payout guidelines, inclusive of how it would be handled should an employee leave with comp time on the books. This is addressed in the July 1st 2022 Personnel Policy.

10. We found vacation time taken in excess of policy, however, are waiting for additional backup to support this through Board minutes.

Adam responded that in 2019 the selectboard changed vacation time periods, so that persons employed over 10 years received an additional week of vacation time. This could be the cause of the discrepancy. Melissa will provide that information.

11. Outstanding – Regarding payments to Treasurer for work at the school

Jeff asked Bonnie to address item #11. Bonnie responded that Melissa is paid by the town on behalf of the school. Bonnie asked for a copy of the billing back to the school to reimburse the town for '18. Bonnie received a letter with the dollar amount, without backup to prove the amount that the school is reimbursing the town. Jeff asked if most municipalities have the school pay for the clerk, or the town. Bonnie stated that the school pays their own payroll typically, this is the first time she has found this. Adam asked if the letter Bonnie received was from the school district. Bonnie responded that it was a letter from the town to the school saying: 'please reimburse us x amount of dollars'. The selectboard will work with the school board to separate.

12. The Library and Cemetery work independently of the Town even though they are part of the Town and should adhere to the same controls and oversight by the Treasurer and Selectboard. Policies and procedures should be put in place to ensure that all established policies and controls are being followed by all departments.

- Jeff asked if the select board has the authority to have the cemetery and library follow the personnel policy. Adam stated that elected officials do not have to follow it, unless they wish to partake in it. If any elected officials that work full time want to use the select board's vacation/sick time policy, they would have to agree to the whole policy. The librarian is hired, so they automatically fall under the selectboard policy.
- Jeff asked if it could be implied that the cemetery and library use selectboard internal controls. Eric reminded the board of previous selectboard discussions regarding where the power rests between the selectboard and other independent boards. VLCT informed the board that the cemetery and library are equal groups, given this information it would be hard for the selectboard to blanket pass controls for every department. Eric recommended discussing this with VLCT further.
- Adam responded that the selectboard could consult with VLCT and put rules into place. For example, if a board wants to use the town checking account or the town treasurer, these policies need to be followed. Jeff recommended asking the boards if they would be willing to follow internal control policies voluntarily.

13. Auditor adjustments were not given by the auditor to correct transactions which lead to misleading financial statements and accurate funds balances presented to the board throughout the year. Adjustments in 2018 needed exceeded \$350,000 due to transferring reserve funds from the general fund to a specific reserve fund.

Adam asked if the previous auditor was not looking closely enough at these funds. Bonnie responded 'that is not what that particular statement is saying'. She said this statement means there were clear differences between the records of the town and the end audit results. This was the responsibility of both the town treasurer/clerk and the auditor to make sure those books match. For 3 years the selectboard was getting misinformation, those adjustments were made in 2022. Adam stated that Wendy Wilton from NEMRC came last year and addressed the corrections that needed to occur.

14. Fixed assets were not fairly stated in 2018, 2019 and 2020 but were eventually corrected throughout 2020 and 2021. Although these schedules were prepared by the auditor, the Town Treasurer should be maintaining the fixed asset schedule and annual additions.

Adam asked what fixed assets were affected. Bonnie responded buildings, vehicles, improvements, and equipment. Bonnie had found that an older dump truck asset was stated that had been sold and a new one had replaced it. Over time, items that were purchased dating back to 2016 were caught up on the fixed asset schedule, but financial statements were misleading during that time period.

15. We suggest there be additional training taken by the Treasurer and Assistant Treasurer through VLCT offerings, as well as Selectboard training regarding financial review.

Adam responded that 2 selectboard members attended training regarding financial review recently. He will share the recording of the training with selectboard members, and continue to attend training.

16. We suggest that the Board establish a policy of standard reporting and transactions with regards to completeness, timing and presentation for the Treasurer to adhere to.

Adam responded this is being worked on through internal controls.

17. There were several variances found in the audited 2018 financial statements, however, for the most part, immaterial. In 2018, a property tax cash account was included in the audit as a receivable. We have corrected this in our 2018 audit presentation.

Adam stated this was to inform the selectboard that the auditor at the time did not catch these items.

18. The prior auditor failed to record approximately \$374,700 in fixed assets in 2018, however cumulatively corrected the data moving into 2019 and 2020.

Adam responded that this has been corrected and provided:

“Overall, the figures presented, with the exception of the fund balance over/under statements from 2018-2020 and other minor variances, were fairly stated. As the auditor of 2018-2020 also completed 2021, they were able to catch up with many of the items we found during 2018-2020 to bring the Town’s records and the audit more in line with one another”.

- Adam thanked Bonnie and responded that there are many items that the selectboard has known they need to correct, and some items that need to be established. Internal controls are being worked on, and Josie is working with VLCT to get the town up to date.
- Jeff asked Bonnie if it would be ok to share her letter with community members. Bonnie responded that this letter can be made public, but recommended that the selectboard wait until it is finalized and signed. Jean would like to receive a copy of the letter.
- Joe asked if there was any money missing. Bonnie stated money is not missing, but there are pretty bad procedures. She added this falls on the selectboard and the treasurer, and the books are not very transparent/clean. Adam responded that the selectboard will address having policies and procedures in place going forward.
- Ellen would like to receive a copy of the letter. She inquired how the cash that comes in is handled, and if it goes through NEMRC. Bonnie responded yes, it has to go through NEMRC, it has to be recorded into the accounting system. Ellen asked if it went in to the system at the time of transaction. Bonnie responded that it doesn’t happen at the time of the transaction, but there is a deposit process that is then recorded in NEMRC.
- Ellen asked what is considered material. Bonnie responded that it depends on the individual entity, but she used a figure of \$15,000.00 as material. Ellen asked if there was a figure of \$14,000.00 of overpayment for time worked due to the comp time issue. Bonnie responded that she never put a dollar value to it because she was unable to obtain all of the records and stated that the \$14,000.00 figure did not come from her.
- Ellen asked if assets were under or overstated in 2018. Bonnie replied that the fund balance was overstated, not assets. The fixed assets were understated. Ellen asked if the end of year balances weren’t corrected until Wendy addressed them. Bonnie responded that this was correct, they were off by about \$350,000.00.
- Jeff stated that Melissa informed him that Sullivan, Powers & Company have started their audit. Bonnie informed the selectboard that Josie sent a letter to SP& Co. stating

that Batchelder was the '21 auditor, which is not correct. Adam will check with Josie to make sure this has been corrected.

Grand Isle Rescue Response Matter

Sally Piccard informed the board that on Sunday July 10th at 7 a.m. she called 911 twice for her husband. It took 40 minutes for Milton ambulance to arrive. She stated that nobody can perform CPR for 40 minutes, and her husband needed an ambulance as it was not appropriate for her to drive him to the hospital. During the 40-minute wait, there was no response from fire, police, or sheriff. She asked the board to consider hiring paid 24/7 coverage for Grand Isle rescue, coordination with other island departments to provide 24/7 coverage, and a monthly meeting to research this problem further and work on a solution between the volunteers, paid staff, fire, and sheriff's department.

Adam asked if CPR was performed on the July 10th matter. Sally responded no.

Patty: Grand Isle Rescue station is on Faywood Road off Route 2, and services North Hero and Grand Isle. She invited community members to visit the station. She stated that there are 2 ambulances at the station available 24/7. Grand Isle has an all-volunteer crew with the exception of the past year, stipends are offered for certain people who wish to take advantage of them. Nate is a certified 1st responder; Patty is a certified Advanced EMT. Grand Isle rescue is comprised of certified 1st responders, EMTs, and advanced EMTs. There are no paramedics, when paramedic services are needed, Grand Isle can tone out for assistance and will oftentimes obtain one.

Patty and her husband have their radios on 24/7. If Patty needs to leave town, she communicates that she is out of service with other ambulance members via cellphone. Grand Isle rescue has a large roster, but a lot of the call responses are done by a core group of members. There is an additional group of members that may not frequently go on calls, but provide necessary services to Grand Isle rescue. Grand Isle rescue also assists with other of medical tasks, such as administering COVID vaccines.

Since April 1st 2022, Grand Isle rescue has received 148 calls. Grand Isle required mutual aid on 1 call from South Hero, and 1 call for a 'jumper'. There was 1 instance where 3 simultaneous calls were out this summer. Grand Isle provides mutual aid to other ambulance service areas such as Alburgh. If Grand Isle rescue is unable to respond to a call, a call for mutual aid goes to South Hero. If South Hero is unable to respond, a call goes to Milton for mutual aid, which is what happened on July 10th. The call was a medical emergency, not a CPR in progress emergency. If it had been a call for CPR in progress, Grand Isle rescue, Grand Isle fire, and North Hero fire all would have been toned out. This is because all fire personnel are trained in CPR, and some are EMTs as well. Medical Emergencies and CPR in progress are different types of calls. If a call is for CPR in progress, everybody drops what they are doing to respond. Medical Emergencies can be a variety of things such as someone not feeling well, COVID, a

person who is unsteady on their feet, somebody vomiting, or dehydrated, all of which are serious emergencies--they are not CPR in progress.

Nick: The process for tone outs is as follows: there is a 1st tone, if there is no response within a minute, a 2nd tone goes out. If nobody responds to the 2nd tone, a tone goes out to South Hero, who also receive 2 tones. If nobody responds to those 4 tones, another tone goes out. It could take 5-10 minutes to find someone who is available to respond.

Patty: Shelburne dispatch is where Grand Isle rescue gets it's calls from, and they are currently short staffed.

Jeff asked if the funding allocated by the selectboard has helped retain crew members for Grand Isle Rescue. Patty responded that it was helpful. 2 new members started recently, and 1 additional will be joining rescue. 1 is a paramedic but can only operate as an AEMT, and the other 2 are AEMTs that are highly skilled. They put in 10-12-hour shifts 1x a week, which could be broken up into a couple of 5- or 6-hour shifts. They are getting an hourly wage and they are already trained. Grand Isle rescue is in a better place than it was 6 months ago, and has 3 recently retired MD's who are going to train as EMTs.

Jeff shared that the select board attended a meeting with Grand Isle rescue last fall in the rescue building. At the meeting, they discussed where the rescue was at, where it needed to be, and rescue members asked for a significant amount of money. The July 1st budget (this year) for the town approved a significant amount of money. Jeff believes 50-60 thousand dollars were appropriated for the retention of per diem volunteers. He feels that Grand Isle rescue is in much better shape then before this appropriation.

Sally would like Grand Isle rescue to have weekend coverage, not just Monday through Friday, so that the need for CPR can be assessed professionally and be administered if needed. Patty explained all ambulance members are CPR certified and can administer when they are available. Nick explained that 4 out of the 6 members that typically show up for calls were unavailable due to work commitments. He further explained that all of law enforcement has AED's and is CPR trained, but are not available on weekends. Sally stated that a weak point was that South Hero did not respond. Patty explained South Hero's volunteer staff members were unavailable as well.

Adam explained that the sheriffs department is experiencing staffing issues, and their backup is the state police. The 9 career fire departments in Vermont are hurting for members, and some rescues are closing due to lack of volunteers. Some towns are facing one rescue for the county, where as Grand Isle has 2 ambulances. All fire departments in Grand Isle County are volunteer, so there is no scheduling and no stipends--with the exception of South Hero. Volunteer shortages are a statewide and national issue. Pan's Pizza pays employees more money than an EMT, so it's difficult to find a solution to the shortage. Adam feels that even another \$50 thousand dollars wouldn't resolve this issue.

Nick: He and 2 or 3 other members are attending a 15-week EMT training. This means that by February or March Grand Isle rescue could have up to an additional 4 members. The department is growing, just at a slow pace due to necessary training.

Jeff asked what the staffing currently looked like for weekends. Patty explained that it depends on who is on the island and who is able to respond.

Joe stated he thought that Bill volunteered to live in the Grand Isle rescue basement so they always had a driver. Patty explained that today is Bill's last day, he is moving out of the country. It is true that he was staying in the rescue facility since May.

Jean stated that she sees the ambulances going by her house on Route 2 all day and half of the night. She confirmed how busy the Grand Isle rescue crew is. Patty explained that Jean may also see ambulances from New York and Alburgh pass her house.

Adam explained that there is no immediate answer to the problem Sally has brought forward. Fire, rescue, and law enforcement nationwide are trying to figure out this same issue. He explained that CPR calls are handled differently, depending on what dispatch is told. If the person needing assistance is awake and talking, or squeezing the callers hand with their eyes open, CPR probably doesn't need to happen. If dispatch were informed that the person needing assistance was on the ground and not responsive when shaken, different tones go out to 1st responders. He encouraged Patty and Nate to bring tonight's meeting discussion back to the Grand Isle rescue team to assess what can be worked on, and what to do moving forward.

Jeff reminded Patty and Nate that budget season is coming up and if rescue is going to need more money, and the per diem money is helping, that the selectboard needs to be informed. He believes that the voters of Grand Isle are willing to help where needed with rescue and fire.

Patty asked for anyone who is willing to train-- Grand Isle rescue helps finance training. There are also state grants that help pay for training. Adam asked how long the training is. Nick explained that a certified 1st responder it's 15 hours of classroom time. EMT training is 16 weeks long, there is a lot of book time, Zoom meetings and classroom time. AEMT training is 16 weeks, with exams to pass, and a very large book.

Jeff asked about the paperwork after calls. Patty explained that paperwork is performed with the patient present, and that information is entered online upon return to the station.

Adam stated the selectboard will continue to discuss this and make improvements.

VI. NEW BUSINESS

VT Alerts Signup

Adam: There is a Vermont Alerts system that notifies people who sign up if there is a road closure, traffic incident, weather incident, medical incident/alert via phone call, text message or

e-mail. The alerts are based on the towns chosen when you sign up. (You can choose as many towns as you want). Signup and reference guide: <https://vem.vermont.gov/vtalert>

The town of Grand Isle is not signed up for this service, and does not have the ability to put out an alert. Adam would like Grand Isle to become a municipality that can send out Vermont Alerts. Ideally, Adam would like himself (in his capacity as fire chief), Bill Baron (in his capacity as emergency management director), and Ron Bushway (in his capacity as health officer, fire warden and road commissioner) to take an hour-long course to be able to send alerts out. Adam asked the selectboard if they agreed with authorizing this. Jeff asked if alerts would go out without signing up for VT Alerts, Adam explained that it is different from the automatic alerts that are sent out on cellphones, that you have to sign up for the service to receive alerts. The director of emergency management has to approve the alert before it is sent out to VT Alerts subscribers. Adam explained VT Alerts would be helpful when there is a closure on Route 2 due to an accident, instead of everyone getting the alert, the people who signed up for Grand Isle VT Alerts will receive the notification.

Adam made the motion for the town of Grand Isle to sign up as a participant for VT Alerts, with the 3 users being Adam White as Grand Isle fire chief, Bill Baron as emergency management director, and Ron Bushway in his capacity as road foreman, health officer and fire warden. Jeff seconds. Jeff Parizo, Couper Shaw, Adam White, and Eric Godin approve. The motion passes.

Adam shared he will send out the item tomorrow.

FY '24 budgets

Adam would like to send a letter to all town departments explaining which meetings they should attend to discuss budget matters. The discussions for each department will occur at one of the 4 selectboard meetings in November or December.

A representative from each department should attend a select board meeting on the date assigned.

The selectboard would also request that a budget for the department be submitted to them 5 days prior to the meeting they will attend. Adam would like to send out a letter describing the agreed upon cost-of-living increase by October 17th. Adam asked how the board felt about this idea. Eric stated he liked it and it was more organized than before. Adam stated he will create a sheet containing all of the departments, the approved department budget, and date of approval. This information will be shared with Melissa.

Adam asked how the select board wanted to approach justification of budgets. Jeff replied that fuel prices, the significant COLA increase, and inflation will increase costs. Adam explained that having departments provide justification for the increase in budget costs might be the most helpful approach. The board members agreed.

Historical Society Update

Jean explained that the historical society has placed an interpretive panel in front of the Hyde cabin and the (historical) school. She invited meeting attendees to stop by and look at it (tomorrow as it is still being worked on). Jeff asked what an interpretive panel is. Jean explained it provides a description of the Hyde cabin and school with pictures. Lucille Campbell and Jim Hoyt put a lot of work into the panel. This is an effort to provide visitors a description of each building, along with historical information when the cabin and school are closed. The historical society has had a rough time getting tour guides this year. Shades were placed in the building's windows to preserve historical material; people can no longer peek in when they are closed. Bill Kaigle from 'Ye Olde Sign Shoppe' added the new sign that is on the edge of the bank facing the road.

VII. OLD BUSINESS

Sign update (with letter cost)

Adam has not heard a response from Kyle regarding price and if his equipment is able to cut the letters. He will call Kyle tomorrow.

Jeff asked when the next selectboard meeting is. Adam explained that there will need to be a special meeting within the next week or so.

Storage policy- Eric read the proposed edited policy:

The town of Grand Isle strives to keep its facilities clean, orderly, and safe. To meet these objectives, the town asks that employees and residents adhere to the following guidelines:

- Personal items may be stored in designated storage areas within town facilities, such as lockers or personal offices.
- Employees are responsible for keeping personal storage areas tidy and clean.
- Employees are responsible for removing personal items upon completion of employment. Items left more than 1 week after employment ends will be considered 'abandoned' and disposed of.
- Personal vehicles may not be left on Town property for more than 24 hours without the express permission of the Grand Isle Selectboard.
- Any vehicles left on town property beyond the 24-hour limit are subject to removal by the town of Grand Isle. The vehicle owner will be subject to a removal fine, equal to at least the cost of towing.
- The Town of Grand Isle is not responsible for any items lost or stolen from personal storage areas.

Adam suggested adding a disclaimer at the end of the policy that the selectboard may amend this policy at any time in a publicly warned meeting. Jeff and Eric responded all of the selectboard policies are subject to amending at publicly warned meetings.

Jeff made the motion to approve the storage of personal items on town property for the town of Grand Isle that was presented today, August 15th. Couper seconds. Jeff Parizo, Couper Shaw, Adam White, and Eric Godin approve. The motion passes.

Rachael reminded the board that the town office has a policy binder. Jeff feels the binder should be reviewed every year.

Turn to Joy- Town Garage Evacuation- Moved to next meeting per Jeff.

Time Sheets for Town Employees

Adam and Josie are working on time sheets for the next meeting. Adam stated it was going to look similar to the library's time sheet. Time sheets will have fields for regular pay, overtime pay, sick time, vacation time, and holiday time.

Linda asked if each employee would be required to sign it. Adam responded yes; he is working on elected official's time sheets with VLCT to get clarification. Library is unique in that they can have a designee rather than a library board member sign off on time sheets. Colleen responded she had brought this information to a previous library board meeting and they were going to wait to see what the select board tells them they need to do. Adam is inquiring if the selectboard can sign off on elected official's time sheets. Jeff explained to Colleen that the selectboard will not tell the library what to do.

Batchelder & Associates Audit Update

Adam: The board is waiting on a few housekeeping items and Bonnie will sign off on the audit. Once it is signed off it will be on the town website and copies will be available to the public.

IT Update

Jean asked where the IT RFP is posted. Couper responded that it is going in this week's Islander, and it should be on VLCT. Couper will also post the IT RFP on Front Porch Forum, and share the .pdf with Adam to have posted on the town's website.

Jean expressed the urgent need for this because the town has been without IT support since last December. Couper explained that at the September 19th meeting the bids would be opened.

Lucille expressed that the cemetery also needs IT support urgently to post their minutes and agendas. Adam explained that board minutes and agendas are the responsibility of the department's board. Lucille explained that she has to e-mail minutes from her personal computer to another person, who then has to e-mail it to another person to post to the town website. Rachael suggested providing posting training to individual boards, but acknowledged that more people would need access to editing the town website. Lucille stated that this is part of the issue. Adam agreed with training. Rachael explained to Adam that when agendas are posted in Word format to the town site she can't open them, they need to be in .pdf format.

Jeff asked Lucille if the cemetery has a town computer, she responded that the cemetery has 1 town computer and it is used for entering burial information. Lucille does not have access to this computer to write minutes. Diane in the lister's office has been posting the agendas and minutes for the cemetery and DRB using Sue's computer.

Couper recommended holding off on website training because new IT personnel might change the process. Sue asked if the IT person would be posting minutes. Couper responded no, but the way items are posted to the town website might change.

Adam explained that it is important to have more than one person with the ability to post agendas/minutes to the town website. If the person who typically posts for the boards is unable to post, and the backup (Adam/Eric/Jess) doesn't receive the message in time, meetings will have to be postponed. Adam will reach out to boards with educational materials and provide office hours if needed for training.

Larrow- Dogs Issues Cont.

Jeff explained the 2 adult dogs are still running around the neighborhood. They were at his house the 13th and 14th of August. He shared that the dogs are friendly and not violent, but are very hungry. There are 12 puppies, 2 or 3 have been rehomed. There are issues with the people who enter private property looking for the dogs. The at large dogs are an excuse for these people to enter people's private property to look for items to take.

Jeff told the individual that he cornered on Sunday afternoon at his son's trailer that he didn't want the person anywhere near his (Jeff's) property. This person has been arrested and is in Northwest Regional in St. Albans. He explained that the dog owners are non-violent people, but the neighborhood is so on edge, somebody might get hurt. Jeff is concerned that someone will take the law into their own hands and have to live with the consequences of such actions.

Adam responded that the last time the dogs were picked up, the owners were provided with a copy of the town dog ordinance, and informed that they could receive \$300-400 in fines. The dogs are still unregistered with the town.

Jeff asked if he should take pictures of the at large dogs. Adam asked Jeff to take pictures/videos of the dogs when they are loose.

A townspeople asked if there was a place to take the dogs if they are captured. Adam explained that there is one pound/kennel in Vermont that is not taking more clients with dogs having unknown vaccination history (regardless of the dog's status of violence/non-violence).

Jeff explained that if the dog owners know that you have their dogs, they will pay you a visit. Trever is currently being set up with a judicial number, and the Vermont judicial bureau is sending him a fine book. Once he has the book in his possession, he will be able to issue fines. The selectboard will work with Trever to go through the judicial bureau. A townspeople asked where these dogs have been reported loose, Adam responded: Adam's School Road, Reynolds Road, Parizo Lane and US Rte. 2.

Adam wishes to have a special meeting on a date that works for Trever. Jeff agrees.

NEMRC- Leave Tracking

Jeff spoke with Wendy about using NEMRC leave tracking. She explained: "Yes, NEMRC has leave tracking if the town utilizes it. You should not see leaves taken or remaining on the warrants, as that is only the amount paid in the order for that warrant. If your town tracks

leave, then accrued time reports are available. The amount of time taken a payroll run is shown in the detail poster register for the payroll and time taken. Accrued and remaining is shown on the employee's paystub, assuming you do track leaves in Grand Isle."

Adam asked Melissa if the highway department tracked their own leave and sick time. Melissa responded it is taken on the timesheet. Melissa can't see if an employee has been granted a certain amount of time, but she can go back and look at what has been paid.

Jeff explained that he doesn't feel that employees should be keeping track of their own time. Eric agreed that there should be some type of system for checks and balances. Jeff will ask Wendy for the price of NEMRC time tracking.

Town Treasurer- Discussion of Comp. Pay- discussed with Bonnie earlier at this meeting.

Unassigned Funds/ End of Year Discussion

Jeff would like to know when the board is going to discuss end of year numbers, and if the board will have the unassigned fund amount at that time. Adam would like to make sure this discussion happens when both Josie and Couper are present and would like to add a discussion regarding the emergency fund, and unused funds from the listers. Adam and Eric responded that it could be discussed at the next special meeting or at the September 19th meeting along with tax rates.

VIII. REVIEW AND SIGN WARRANTS

Adam was told by Melissa the librarian is paid every 2 weeks. Everyone else is weekly.

Eric made the motion to have the selectboard chair sign the warrants for the week. Jeff seconds. Jeff Parizo, Couper Shaw, Adam White, and Eric Godin approve. The motion passes.

IX. ADJOURNMENT

Jeff made the motion the selectboard adjourn this meeting at 7:56. Eric seconds. Jeff Parizo, Couper Shaw, Adam White, and Eric Godin approve. The motion passes.