

**Grand Isle Select Board Meeting Minutes for July 18<sup>th</sup>, 2022 06:00 PM**

**I. CALL TO ORDER**

**Board Members Present: Adam White (Chair), Josie Leavitt (Vice Chair), Jeff Parizo, Couper Shaw**

**Community Members Present: Don Cota, Diane Cota, Colleen Bushway, Ron Bushway, Rachael Griggs, Melissa Boutin, Suzanne Moquin, Emily Clark, Ellen Parody, Susan Lawrence, Mike Donoghue, Esther Blow, Jean Prouty, Joe Longo, Dwight Bullis, Mary Parizo, Mitchell Richardson, Harry Picard, Sally Picard, Sue Richardson, Linda Ethel and Randy Gover, Bonnie Batchelder, Bianca Adams**

**Board Members to Amend Agenda for Matters Not Listed:**

**Engagement letter Powers, Sullivan & Company  
End of Year Numbers Draft  
Internal Controls**

**II. GUEST OPEN COMMENT- None**

**III. REVIEW AND APPROVE MINUTES**

***Jeff Motions to approve the Monday, June 20<sup>th</sup>, 2022 minutes. Josie seconds. No discussion. Jeff Parizo, Couper Shaw, Adam White, and Josie Leavitt approve. The motion passes***

**IV. HIGHWAY DEPARTMENT / BUILDING FACILITIES MANAGER UPDATE**

- Invoice for Premier Paving is in tonight's warrants.
- Paving is finished on Reynolds Road and East Shore North.
- Line striping complete on East Shore North.
- New 3-yard bucket arrived for the new bucket loader.
- Hauling at the transfer station has increased.
- Roadside mowing is still ongoing.
- Highway building's fire panels have been inspected at the fire station. 1 smoke detector (up high) needs inspection. Will work with DC Energy to remedy.
- Town Office will have it's second snake and wasp treatment this week.
- Section on Faywood as you come out of Lovers Lane on the right should be mowed for visibility. Ron to contact Brad.
- No update on the library door.

## V. GUESTS

### Batchelder and Associates

Bonnie Batchelder was at the town office with Melissa and Josie last Wednesday.

- Melissa has a list Bonnie gave her of items to submit for the audit, some items have been submitted, some have not.

Submitted: Payroll, Bank statements, warrants from 1<sup>st</sup> board meeting May 2020, the last meeting of November 2019, the 1<sup>st</sup> meeting of February 2019, and MOU with the Fish Hatchery.

Still needs: accounts receivable invoicing, reimbursement from the school for wages paid, Efficiency Vermont.

- Requests coming in are new, the items previously requested have been satisfied.
- Progress: Waiting for Brad's comp time spreadsheet and AR items. Should be to Batchelder by end of week. Bonnie would like it tomorrow (7/19/22).
- Ron to ask Brad for comp notebook.
- Comp time was being reserved and used at a later date for time and a half rate. There wasn't a policy for comp time, elected officials who are salaried are getting comp time at a salaried rate. Board is unaware comp time is being paid in that manner.
- The personnel policy July 1<sup>st</sup> 2022 covers comp time- the time period that is being audited there was no information about comp time in the policy and does not contain information about elected officials. Comp time allotment and use is important for budgeting.
- Discovery: A sampling of time sheets for specific time periods were audited. There should be a standardized time sheet and the information that the select board reviews for payroll warrants currently is inadequate.
- Jeff to contact Wendy and NEMRC about timesheets and time clock software.
- Was some of the aforementioned comp time from when the select board approved overtime when the clerk's assistant was out of office? Clerk is not salaried, they are hourly. There were issues with bereavement, sick time, leave of absence. The select board held an executive session and approved more hours/overtime. Bonnie requested minutes/action/motion from this session.
- In 2020 there were 384 hours of overtime/comp time paid = Over \$14,000.
- Internal Financial Controls (VLCT) training is next week, Josie is attending. This education will help prevent these issues from occurring in the future.
- Is this the same situation as the CD's, where a historical precedent was continued and nobody knew about it? It could be.

- 40+ hours = overtime. The current personnel policy needs to be reviewed. It may have been assumed 37+ hours were overtime.
- Town Clerk sets their hours, not the selectboard.
- Batchelder could request more information after review of data.
- Per Section F line 3 of the personnel policy- Address the chair for all business.
- Audits are subject to the policies available during the year of the audit.
- Bonnie to email requested items for Melissa from last Wednesdays meeting.
- Comp time accumulation limits are addressed in the new policy and will be reviewed.
- Not sure if time after 37 hours was paid as overtime historically.
- Bonnie is being paid her contract and not charging for hours exceeding her bid.
- Josie will work on a town quarterly financial report/presentation with Melissa.
- Closing the office to finish the audit leaves routine town duties that need to be completed. The offer still stands to close the town office to focus on the audit.

**Linda Thompson- Rec Park Uses- not in attendance**

## **VI. NEW BUSINESS**

**Conflict of Interest Disclosure** - As of the end of June Adam is fire chief and will continue to recuse himself from fire department discussions. He will be providing budget updates as chief of the fire department, but will recuse himself from the select board side of discussions. (2-year term, 8-year max).

**FY 24 Budgets**- Budgets will be discussed at 8/15 or 9/5 meeting. COLA (cost of living): social security will be having it's biggest increase since 1981, 10.5%. This year budgets will be more organized, and representatives will be asked to attend meetings to discuss budget items. This is to prevent rushing. Members will be notified of expectations end of August. Who will be responsible for corralling this? Jessica and the selectboard. The town clerk will be provided what has been approved.

**Internal Controls**- When will work be started? Vermont League of Cities and Towns explained that it would be expensive to perform an internal controls audit. Jeff has a list from VLCT that contains relevant information. Select board will meet to organize duties for internal controls, and present what has been developed to VLCT. Add internal controls to new business for August 1<sup>st</sup> meeting agenda.

**FY 22 End of Year Numbers Draft**- The draft numbers will be provided by 8/1 meeting.

## **VII. OLD BUSINESS**

**IT RFP**- David Mahoney (VTC) came and did an internal. VLCT provided that it is common for each IT company to come in and perform their own audit. We want to have each RFP to do their own unique audit, and it will be based on town computers in use.

- Industry standard is approx. \$100/computer. All computers for the town should be on the audit. In the event there is a public information request- devices can be taken that contain town business (ex. personal phones used for town emails).
- Couper estimates that it will be \$2,500 a month for all 25 town computers.
- Currently, each department has \$10-12 thousand budgeted for IT. ARPA funding should be investigated.
- Our IT infrastructure could be susceptible to issues. In 2015 IP addresses from China, Russia, and other countries were seen, and there is a possible ransomware vulnerability.
- Currently working with VLCT to get .gov accounts created for the town, this will assist with annual cybersecurity training.
- Computers that the town provides should be covered.
- Audits are part of IT RFP (no separate cost).
- Listers have a tablet (increasing the number to 26).
- Habit training/policy update will need to occur to ensure only town issued computers are used for town business. If personal devices are used-they can be confiscated during a request for information.
- Bidding policy will be sent to Couper.
- Couper will move forward with obtaining RFP bids for all town devices.
- Researchers use the town office network for work. This will be addressed with IT.

#### **Mapping and Lister Card Update**

- Received 2022 maps from CAI, looking at loading cards online and having map integration.
- Can get a thumb drive with the information from the mapper into lister cards. The current thumb drive cannot be shared online, it is for town use only.
- The project will be less than \$10,000- no RFP needed.
- It is under consideration if people will pay for retrieval of maps.
- Assessor/lister should be on the FY 24 budgets, numbers due by the end of November. The towns that are looking at sharing these duties all have similar properties and demographics.

#### **Storage Policy- Move to Aug 1<sup>st</sup> meeting**

**Turn to Joy- Town Garage Evacuation-** No update, Jeff to re-email Turn to Joy.

**FY 22 Audit-** RHR Smith received letter regarding full communication with Sullivan Powers and Company.

#### **Letter to Sullivan Powers & Company**

*Adam motions to approve the Sullivan & Powers & Company PC Audit Scope and Objectives engagement letter with the town of Grand Isle for FY 22 audit. Jeff Seconds the motion. Jeff Parizo, Couper Shaw, Adam White, Josie Leavitt, and approve. The motion passes.*

**VIII. REVIEW AND SIGN WARRANTS**

*Jeff motions that the select board chair sign the warrants, Josie Seconds the motion. No discussion. Jeff Parizo, Couper Shaw, Adam White, and Josie Leavitt approve. The motion passes.*

*\*Ron asks the select board to sign the warrant tonight, Melissa could expedite the check and deliver tomorrow. Premier Pavers is waiting on payment.*

**IX. ADJOURNMENT**

*Jeff moves to adjourn this meeting at 7:30pm, Couper Seconds the motion. No discussion. Jeff Parizo, Couper Shaw, Adam White, and Josie Leavitt approve. The motion passes.*