

**GRAND ISLE SELECTBOARD MEETING MINUTES-Draft  
Monday December 5, 2022 @ 6:00PM**

**CALL TO ORDER:** Adam White - Chair called the meeting to order at 6:03PM

**Board Members Present:** Adam White, Jeff Parizo, Couper Shaw, Josie Levitt, Eric Godin

**Community Members Present:** Lucille Campbell, Randy Gover, Linda Effel, Ron Bushway, Colleen Bushway, Bianca Lafayette, John Lafayette, Scott Griggs, Rachel Griggs, Jean Prouty, Ellen Howrigan, Esther Blow, Craig Rexford, Mitchel Richardson, Joe Longo, Marie Prescott, Ken Tourville, Mike Donoghue, Melissa Boutin, Sue Moquin, Tonya Poutry, Kristina Botala, Mary Parizo, Anna Demars, Karen Allen, Mike Inners, Donna Leclair, Sue Lawrence, Glenda Leake, Peter Riegleman, Mark Cobb, Kate Cobb, Michael Inners.

**Amend Agenda for Matters Not Listed:** No additions to the agenda.

**Review and Approve Minutes:** Jeff Parizo makes a motion to approve November 21<sup>st</sup>, 2022 minutes with changes, Josie Leavitt seconds. No discussion. Passes unanimously.

**Highway Department Update:** Ron Bushway Road Commissioner says high winds knocked down tree limbs on Donaldson Road and East shore road. We had help from South Hero for the week and they are being paid through Grand Isle payroll system. Roadside mowing is happening in lieu of snow and ice removal. Ditch on East Shore North needs new culverts. The road foreman is applying for a better back roads grant for this project. The grant should we get, it will cover 2.5 segments, a segment being 300'. Road crew has been receiving calls about beaver dam on Route 2 across from Donaldson Road. This is a state road refer them to Vtrans District 8 St. Albans. Working on budget for road dept. should they keep the \$25,000 for a new truck. A new truck is 1.5 years out and it will cost \$263,100.00 to replace the old 2012 Western Star there will be no state contract. Discussion about how much in capital equipment fund and if trading a truck in. Trade in was \$70,000 now is \$50,000. Ron will come to the meeting on December 19<sup>th</sup> with a proposed contract for a new truck. Ron brought up an item from the last meeting about culvert on Route 2 next to the Grand Isle Rescue building. Ron explained to Couper this is a state culvert not the responsibility of the town. Discussion continued about whether the road dept. wants to thaw town culverts. Board member Couper Shaw called it garbage work and explained he didn't think the road commissioner should have to be involved in thawing culverts. Randy Gover said every year it is different when it comes to plugged culverts.

**Building Facilities Manager update:** Ron Bushway Building Facilities Manager was asked to check the fence at the town property called the annex. Ron Bushway said the two gates were already fixed by the tenant. Discussion about shutting down the second floor of the annex to save on heat for the tenant. Karen Allen Library Chair brought up that the library stores books on the second floor of the Annex. Ron Bushway will contact Karen Allen when the second-floor heat is shut down. Electric bills for the annex are being paid by the town along with the water bills. Questions about town solar offsetting the electric bill of the annex. The town has paid \$274.55 for electricity so far this year. And a water bill of \$222.25. Adam will work with the Melissa Boutin the Town Clerk to reach out to Vermont Electric Coop. Ron Bushway will come back at the next meeting December 19<sup>th</sup> about discussion he has had with Howard Demars a master plumber on shutting down the second floor of the annex. Ron Bushway discusses a generator for the town garage. The grant that is available does not allow us enough time to complete the grant paperwork. Ron Bushway said we should for the next round and Shaun Coleman from NWRPC can assist us. Last item: all the septic tanks need to be pumped this year and should be budgeted for about \$1500 total. The town uses Working Dog septic.

**New Business:**

**Listers Budget:** Sue Lawrence Grand Isle Town lister gave the selectboard the listers budget of \$43,088.00. Then updated the selectboard the values and prices of properties that have been selling in the town. The Town CLA is 91% and the COD is 17. If the CLA gets to 85% or the COD gets to 20 it will trigger an automatic reappraisal through the state of Vermont. The last appraisal was in 2008 and all properties in Grand Isle are appraised at this matrix. It is difficult to find someone to do a town wide reappraisal as the professionals are aging out and retiring. Starting today, trying to find a company or a person to reappraise might be 3-5 years out before they would be able to get to our reappraisal. Sue gave more information about the appraisal and value of property that is sold in the town.

Chair Adam White asked Sue Lawrence how we get on track? Do we need to put out RFP's? Sue Lawrence said the listers need to sit down and see what they would like to do. Sue Lawrence said the listers need to figure out the scope of work they would like a reappraiser to perform. Mike Inners School board chair said the State of Vermont is aware of the CLA for properties through out the state is in turmoil and it is possible there might be changes coming this year from the Vermont legislative session and suggested we wait before moving forward. Chair Adam White makes a motion to approve the Grand Isle Listers budget of \$ 43088.00. Jeff Parizo seconds no discussion passes unanimously.

**Library Budget:** Colleen Bushway presented the library budget. Colleen Bushway said the utilities budget has increase to \$5000 from \$4000 of last year. Couper Shaw asked if the phone was Comcast. Colleen Bushway said no it wasn't. Jeff Parizo makes a motion to approve the Grand Isle library budget of \$71032.00 for FY 24. Josie Leavitt second the motion. No Discussion. Motion passes unanimously.

**Batchelder Associates Audit:** Chair Adam White said Jeff Parizo had a few items. Jeff Parizo discusses the spreadsheet he put together for himself and then passes it along to the selectboard for their review. Hoping it would make it easier for the board to read the information. The board received the information on Thursday and Jeff Parizo has had a response from Josie Leavitt. Jeff Parizo explained he is not an accountant or financial expert, he just put the summary together using the paperwork from Batchelder Associates. That was forwarded to them from the Grand Isle Town Treasurer. The papers from Batchelder Associates are the working papers that selectboard are entitled to have. Josie Leavitt asked Jeff Parizo to give a quick summary of his summary that he put together. Jeff Parizo explained there are 3 parts to the summary. First part a written summary of payroll review. The second part is the working papers. The third part is 3 excel spreadsheets. Chair Adam White wants to discuss the 2018 audit and noticed some numbers were off from the RHR Smith 2018 audit. Josie Leavitt brought up concerns about the date of the audit versus the email dates of Batchelder Associates. Josie Leavitt talks about the management letter and the things the selectboard is already working on for internal controls. Josie Leavitt talks about a VLCT email stating it is against Vermont law for a member of the selectboard to be a signer on the town checks. Batchelder Associates recommend that someone on the selectboard be a signer on the checks over a certain amount the selectboard deemed necessary. Jeff Parizo tries to explain that the selectboard knows that state statute requires that only the Town Treasurer and the Assistant Town Treasurer can sign checks. Jeff Parizo is asking for a review and a signature over \$2500 for anyone on the selectboard to sign off on the invoice and check. Eric Godin asks if it just having approval before the check goes out which Jeff Parizo answers yes. Jeff Parizo said let's not get sidetracked from the audit these items are for internal controls later. Chair Adam White read off the Batchelder Associates management letter: Page 2 The value of funds paid to the Town Treasurer for school services and associated benefits and payroll taxes appear to be approximately \$4000 per year audited which were 2018-2020. I would conclude that there may be other years that this existed. Due to the fact that the Treasurer or Selectboard could not produce this information, it is only an estimate. Chair Adam White asks Jeff Parizo where do I think that the \$4000 came from? Jeff Parizo, Josie Leavitt, Chair Adam White have discussion about that number and the code for the school that Wendy Wilton from NEMRC submitted to the selectboard. Chair Adam White explains the school code G3 GITSD Treasurer goes back to the previous Town Treasurer Cheryl Titus. Jeff Parizo mentioned he didn't think we need to talk about something that old. Jeff Parizo explained in his opinion the \$4000 is the \$3000 paid directly to the town treasurer from the school district and \$1000 from the town. Josie Leavitt reiterates all this information came to light after August 4<sup>th</sup>, 2022. Josie Leavitt and Jeff Parizo have more discussion about the date of Batchelder Associates management letter and audit. Jeff Parizo in his opinion thinks Batchelder Associates doesn't want to be liable for anything after August 4<sup>th</sup>. Couper Shaw says that Jeff Parizo said two separate things about burying our heads in the sand or paying attention and focusing on the audit. Eric Godin noted that the agenda said the audit discussion should be sticking to August 4<sup>th</sup>. But there are issues after August 4<sup>th</sup> we need to address. Josie Leavitt asked us to go through the management letter because there are easy fixes there. Chair Adam White asked what the board would like to do go through the audit or the management letter. Linda Effel brings up the management letter was not warned as part of this meeting. Josie Leavitt, explain it came this way as one document. Chair Adam White said it was a supporting document. Couper Shaw and Josie Leavitt agreed we should move to the management letter and not read the actual audit. More discussion continued about the management letter for review. All board members agree to move to the management letter. Chair Adam White read the management letter which can be referred to on the town website. Discussion ensued about the management letter. Couper Shaw and Jeff Parizo go back and forth on the documents that were presented to

Batchelder associates and what was contained in the documents. Josie Leavitt brought up an email from Batchelder Associates dated July 12<sup>th</sup> that the auditor asks questions about certain actions of the town treasurer. Chair Adam White said it noted we have had communication issues. Chair Adam White asked her from school board chair Michael Inners. Michael Inners talks about the records the school provided. And some records were destroyed per the school record retention policy. Eric Godin asked to keep the discussion in the back of the room to a minimum. Michael Inners said the school auditor has no issue with the way the town gets reimbursed from the school. He mentions this several times. Chair Adam White asks Melissa Boutin when she became the school treasurer Chair Adam White repeats what she said 2015 and before that was Cheryl Titus. Jeff Parizo asked Michael Inners a clarifying question about the school invoice. Jeff Parizo asked if the school invoice was a memo. Michael Inners said they treated it as an invoice. Jeff Parizo and Mike Inners discuss what the school payroll pays the school treasurer. Josie Leavitt asked that the conversation return to the audit discussion. Chair Adam White asked Jeff Parizo to discuss his finding from the summary of payroll review. Jeff Parizo once again explains he's not an accountant or a financial expert. Chair Adam White asks Jeff Parizo about the multiple accounting errors in payroll. Jeff Parizo talks about the 2017-2018 average hours worked of the Town Treasurer/Clerk is 48.875 hours paid per week. Adam White asks about the flat rate of elections, school board or fire department. Jeff Parizo mentions Melissa Boutin is already working a lot of hours per week without these other jobs. Jeff Parizo emotionally talks about the effort he put into the summary document and his concern for the town. Jeff Parizo and Josie Leavitt discuss the loss of the highway department comp. time book.

Eric Godin mentions the selectboard has done a garbage job of managing the financials up to this point. Eric Godin said there seems to be a lot of assumptions on what the numbers mean. Eric Godin said we are taking steps to address those issues. We have timecards now, standardized holidays, and we have the personal policy. We are getting these problems fixed. Eric Godin mentioned a payroll company and there was confusion about this topic. Eric Godin and Jeff Parizo discuss the mistakes found in the summary report that Jeff Parizo put together. Jeff Parizo talks about the summary report being such a small sample to review. Eric Godin says he knows there are issues and let's fix those issues. Beating people about the head will not fix the issues. Chair Adam White said the one thing we learned from this audit is the town has zero policies. And we do need current compliance standards in place. We, the selectboard, need to be strict on it. All of us need to figure out where the deficiencies are and how to correct it and take the lead on it unfortunately it will take a lot of work and should send us on the right course. Jeff Parizo thinks there is an issue with comp. time. Jeff Parizo talks about this budget discussion when we start talking about Melissa Boutin budget about pay for Town Treasure pay to the Town Clerk, He would like to see it separated on the budget he would like to see the tax collector separated and the assistant separated on the budget so we can see what's happening. Chair Adam White wants to go back to Jeff Parizo comment on comp time saying we didn't have an actual comp. time until the personnel policy wants into effect July 1<sup>st</sup>, 2022. Josie Leavitt says that an elected official does not get comp time. Jeff Parizo asks what happens to Melissa Boutin comp time does it go away, and Josie Leavitt says no it doesn't. Josie Leavitt says the selectboard has done a crap job. Jeff Parizo says he doesn't think we have and he's not owning it. Jeff Parizo said he has been asking questions for 6 years and that is why he was adamant about this audit. Josie Leavitt brings up the warrants and Jeff Parizo and her discuss the warrants and payroll documents for backup. Jeff Parizo says the town needs to go away from hourly payroll for the Town Treasurer/Clerk to salary there is confusion about the pay structure. Eric Godin says there needs to be controls in place. Jeff Parizo said we should get the payroll document from NEMRC to go with the payroll warrant. Josie Leavitt said Michael sent her an email that the Town Clerk is a salary position per state Statute. The discussion moves to a town administrator position and how many hours the chair of the selectboard works every week. Discussion moves to the auditor visiting the town to do a presentation of the audit they performed. Discussion ensued about oversight of the payroll documents and how the selectboard will review. Josie Leavitt does say she believes we should have better controls. Adam White talks about timecards not signed off by anyone. Mary Parizo talks about why if Melissa Boutin can verify the timecards why wasn't that done before? Melissa Boutin is going to verify the information that is in the summary report is accurate. Melissa Boutin says she hasn't had time to go through the stack that Jeff Parizo put together. Josie Leavitt says Melissa Boutin is going to verify Jeffs stack. Mary Parizo continues to ask why there is confusion from the audit until now if the comp time holiday time could have been verified. Chair Adam White says the board has had a no comp time policy. Jean Prouty asked what Mike Inners had said about the school retention policy. Discussion and confusion continue until Chair Adam White tells Jean Prouty that the payroll policy is whatever IRS requires. The other items are kept until an audit is completed. Chair Adam White says we are going to go through the findings and see what the board wants to do. There is discussion about these findings and the responses of the selectboard. This is what the selectboard decided on for solutions.

**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.

Josie will reach out to the banks but goal is for the Selectboard to receive bank statements mailed directly to the Selectboard. This would include monthly bank statement and copies of checks written.

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.

Couper will reach out to Stowe and Morrisville to see what their policy in place is, understood they have a policy Selectboard must sign a separate form for any check over \$2,500. Initial objective is any check over \$2,500 will require the signatures of both the Treasurer and Assistant Treasurer.

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.

New invoice approval stamps must be ordered by each department. These stamps must include Vendor/Account Number/Department/Authorizing Signature/Date. Additionally the Selectboard will have a stamp with Date Reviewed and Signature for Selectboard member to use after reviewing each invoice.

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.

All CD's require SB approval, this would noted earlier.

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.

School funds will remain as electronic transfer. Talking with School Board Chair concerns were brought up regarding if check were written and delays in deposit based on size.

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.

See #4

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.

Town will implement universal timesheet that will require signature of employee and supervisor. Additionally Town Treasurer will pull report from NEMRC after timesheets are entered and will be placed in the warrant folder. Report will show hours and time category used.

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.

Town of Grand Isle implemented effective July 1, 2022 a Personnel Policy which does address comp time.

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.

Town of Grand Isle implemented effective July 1, 2022, a Personnel Policy which does address comp time.

10. 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.

Current procedures will place will remain.

11. 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.

Matter addressed by NEMRC during training session with Wendy Wilton and corrected.

12. 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.

Town Treasurer will keep an excel spreadsheet tracking fixed assets.

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

Selectboard will encourage departments to increase training budgets and for Selectboard will put policy in place for twice a year training (March and Fall) with NEMRC, require that auditor appear at Selectboard meeting to go over audit each year and will find additional training opportunities through organizations such as VLCT.

14. 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.

Selectboard has already set in place it is to receive quarterly finance statements the 3<sup>rd</sup> week after end of quarter. Jeff to work on what a report should include from Town Treasurer.

15. 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.

Noted

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

Chair Adam Whites continued reading from the Batchelder Associates management letter.

Overall, the figures presented, with the exception of the fund balance over/under statements from 2018-2020,

payments to the Treasurer for School Treasurer work 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. Chair Adam White also read the restriction of use. The Chair Adam White asks Couper Shaw to reach out to Stowe and Morrisville and ask the question about how they handle checks over \$2500 for a second signature. Randy Gover expressed his disappointment that the town still has an incomplete audit. He feels that the audit was not completed because Batchelder Associates was not given all the information they needed to finish the audit. Randy Gover said 2018 was not completed either and that Batchelder Associates should have been given more information than what they received. Randy Gover, he said the selectboard has done their jobs. Josie Leavitt said Batchelder Associates was only missing one item. Bianca Lafayette asked to circle back around to a previous topic about the issue with the school payment of funds. Chair Adam White said good question it is still a discussion for the selectboard. Josie Leavitt said Michael Inners made it clear about the issue. Michael Inners and Bianca Lafayette have a discussion between themselves. Bianca Lafayette wants to know why the town is paying the School Treasurer to do the same work the school pays the School Treasurer to do. The chair Adam White said it sounds like two separate items. To prepare the town report for the school and we bill the school for their portion as it sounds like we always have. Bianca Lafayette asks what the \$1500 we pay is for what? The chair Adam White said it sounds like there are two payments the municipal side and the education side. Bianca Lafayette said Melissa get paid and hourly rate to prepare the town report. Michael Inners said a portion of that is assessed against the schools. Jeff Parizo said yes, and we know the school is paying through the school \$3000/year and looks like this we are also paying the Town Treasurer to be the School Treasurer. Josie Leavitt said that also been going on since at least 2000. Bianca Lafayette said we know about it now and needs to be fixed. Josie Leavitt said we still don't have clarity as to what that \$1500 is for. The Chair Adam White asks everyone to take a break and reiterated what was said in the beginning of the meeting about meeting decorum.

Melissa Boutin said this is over and above any hours she puts in as Town Clerk to prepare the town report and it is part of the election a part of that is billed to the school district to reduce the expenses on town books it is part of the reflection of the cost of the school district their ballots their portion of everything it is not double dipping it is a totally separate job and broken out in the town reports. Bianca Lafayette asks Chair Adam White about the NEMRC printout of all the times that the G3 GITSD was used. Bianca Lafayette asks for the total of when Melissa Boutin started working. The chair Adam White said the town of Grand Isle for Melissa Boutin 2010 till present or until 2019 \$14,500.00.

That is using the GITSD Treasure code, and it is noted that up until March 2015 Melissa Boutin was not the Assistant Treasurer or the Treasurer of the school board or the clerk and the code in question when also go to being used in 2003-2014 by Cheryl Titus. Bianca Lafayette said we are not talking about Cheryl Titus Chair Adam White said are concerned only about 2018 Bianca Lafayette said she is concerned about going forward. The chair Adam White said we might have discrepancies going back and you are fine with it. Bianca Lafayette said we can't go to Cheryl and send the cops to her doorstep right now we are dealing with a situation here she wants to know what we are doing about this and how are we handling it moving forward. Jeff Parizo said that code you just talked about right here GITSD Treasurer what is that for? Eric Godin said that is the magic question has it been used for payroll and supplies are lumped into that. Jeff Parizo said no that is a different memo the memo Jeff Parizo got for 2019,2020. They don't have anything about labor on the memos, it is only supplies and to do things for the town report and that sort of thing. Lots of talking in the room Josie Leavitt said Michael Inners might be the only one who can answer this from the school side Jeff Parizo said he is not sure how he can this is our document not the school board. Michael Inners said what they pay is mostly the town report and the town election and that's what cost money the supplies are probably less than a \$1000 but the town report takes time, and the election takes time we don't want to do it ourselves the simple thing to fix it is stop billing the school. But in the meantime, in the past the town report came out was done the election happened we don't feel there is anything wrong with paying for that. Jeff Parizo said that the school memo in 2020 was \$3786.94 and he can verify that no problem. Michael Inners said that sounds right Jeff Parizo said 2019 is \$6676.17 and the school memo was about half that amount. Melissa Boutin said that also includes Grand Isle Supervisor Union again processing all payroll. Jeff Parizo said he did not get that, and Melissa Boutin said I did not ask for that I didn't ask for the school district. Michael Inners said the supervisor union is a separate entity. Jeff Parizo said okay for argument sake let's say we have all the memos that equal all these no problem right why are we paying a \$1000 over here out of our town. Josie Leavitt says Michael Inners can't answer that. Jeff Parizo said that is what he is saying. Jeff Parizo agrees with Michael Inners is saying Michael Inners said they always assumed what was being assessed against them was staff expenses. Jeff Parizo said there are still more expenses coming out of the town that aren't accounted for and they equal amounts \$1000, \$500 \$1500 in 2017.

Chair Adam White what was in 2019 that I pointed out that was \$6600 this is just for the school expenses Chair Adam White said that they pay the town Jeff Parizo said right the memos. Josie Leavitt we are trying to figure out going back to 2003 what the GTISD payments are, what the code is and why it is always a \$1000, then \$500. Jeff Parizo said and in the same year and Josie Leavitt said so that's what we don't know. Josie Leavitt said this is new information since October. Jeff Parizo said the next fiscal year is 11/2/19 is \$2500. Josie Leavitt said we are trying to get answers. Melissa Boutin said it is part of the billing to the school and she doesn't understand why we aren't listening that a portion of the town report that gets netted against the town expenditure. Bianca Lafayette said she gets paid an hourly rate. Couper Shaw and Bianca Lafayette exchange words Chair Adam White tries and gets a hold of the meeting. Jean Prouty said that Couper Shaw is yelling. Michael Inners said stop the witch hunt. Chair Adam White said we are trying to get information this is what we are doing tonight. Eric Godin said if you want to respond to something please put your hand up. Mitchel Richardson on Zoom said mister chair he has had his hand up for a while. Chair Adam White refers to Melissa Boutin and she says on an invoice to the school district for reimbursement for the school district then turns arounds and cut a check just like Michael Inners explains and deposited into the checking account and is shown as income it nets itself out all the income equals all the expenditures; they are broken out that are not the towns but the school district. Josie Leavitt asks Melissa Boutin to repeat herself. Jean Prouty leaves the meeting. Melissa Boutin said if want to waive the postage copies envelopes and all the extra stuff then that's something the selectboard has to decide it is a chunk of money that is not the towns. Chair Adam White asks Melissa Boutin the code GISTD treasurer again that goes back too your work for the town report and election official that is billed school then the school pays the town and then it gets reimbursed to you or whoever it is explicatable it to. Jeff Parizo said if Melissa Boutin is getting paid a stipend for an election official for \$500 why is the school paying all of it? Melissa Boutin said it is just mine it is also the other election officials who work during the election. Chair Adam White said but the \$500 is showing up on the payroll data for just Melissa Boutin. She said yes it was a code created just like that and the other ones are election officials. It may be the wrong code it was something established years ago and continued on. Chair Adam White asks so with the other election officials in town is this code used for them or do they just get Melissa Boutin answers just the officials. Josie Leavitt has a suggestion were having an audit right now let's ask Sullivan and Powers to specially look at that and give us guidance on how to actually deal with this. Because It sounds like it is a 20 year old mistake in coding that is somewhat erroneous. Eric Godin said it seems like something we could correct in the here and now if by having itemized invoices Chair Adam White asks if the code is still being used Melissa Boutin said no Chair Adam White so its not being used when it was stopped being used the last, we have is 2019 so Sullivan and Powers won't find it. Michael Inners said that is also when the school district consolidated. Eric Godin said he didn't think it would be a bad idea moving forward if the town is going to continue to seek reimbursement from the school district for these things that we have it broken out in a better invoice an actual invoice that we keep on file shows what we are requesting then obviously when we get paid what we were paid then that kind oversights obvious not happening and I mean it would solve the problem. Mitchel Richardson said he has had his hand up. Jeff Parizo asks him to wait. Jeff Parizo said if you look in his paperwork 18.2 this document Melissa Boutin gave to the auditor Melissa Boutin Grand Isle School District Treasurer \$1000 Josie Leavitt said that doesn't look like an invoice to her Jeff Parizo said that her the School Board Treasurer check paid \$1000 paid for Grand Isle Treasurer not on NEMRC report only on report from Wendy that was the report Wendy gave us also paid by school board should not have been charged or paid. And it's right here a \$1000 payment. Josie Leavitt said they pay that and then but what Melissa Boutin just said Jeff Parizo said theirs is nothing to do with us they pay Melissa Boutin directly. Melissa Boutin said there are two separate things going on they pay me as the School District Treasurer and yet this is over and above the work that is for that. School Treasurer process payroll and accounts payable that is it has nothing to do with the town report nothing to do with elections nothing to do with ballots nothing to do with anything like that at all. Jeff Parizo expressed his confusion. Chair Adam White and Melissa Boutin have a side conversation. Jeff Parizo makes a comment to Rachael Griggs about how stupid he is. And He is trying to understand the town financial information. Chair Adam White asks Mitchel Ricardson to speak. Mitchel Ricardson says why can't we have Melissa Boutin create a spreadsheet to explain her end of the document so that she makes us aware clearly what everything is broken down. If Melissa Boutin can't provide statements and breakdowns that have been submitted let's have her explain in a spreadsheet. Josie Leavitt said that seems reasonable. Melissa Boutin said she can provide from her computer and, but they can provide information that it was billed and received by the school district it's the same thing. Jeff Parizo said this says Grand Isle School District Treasurer \$1000 that we pay to Melissa Boutin. Josie Leavitt said Melissa Boutin will give us background on it.

Josie Leavitt says let's move on. Michael Inners says it has nothing to do with the school, which Jeff Parizo replies he agrees I get your memo and I can verify that, and I can verify the payroll you are paying I can do all that I get it but there are things I don't understand that I am trying to get to the bottom of it so we can make changes and correct it. Mitchel Richardson asks to continue and address Couper Shaw when you ask people to raise their hand, I have had my hand raised for better than a half hour so if you implement a policy, please follow it. Adam White said Jeff Parizo is right about exhibit 19.2 does show November election official \$500 and Grand Isle Town School District Treasurer \$1000 so at a minimum it is terrible coding so even the memos we did received for the school weren't well broken down. Jeff Parizo says he said right from the beginning this is just me trying to understand it and putting it on paper so hopefully if somebody could shed some light on it, I don't feel that is happening right now. I don't know anyone understands it any better than he does. Josie Leavitt said Melissa Boutin will give us more information so we can take it from there and if we have more questions, we can check in with you. Jeff Parizo mentions he was not aware that Melissa Boutin had the summary document. Eric Godin wants to make sure we have policies in place so this can't happen again in the future. Bianca Lafayette asks if the document that Jeff Parizo made a matter of public record since it was brought up in the meeting. Jeff Parizo says he doesn't think it should be on the website, but he would be willing to share the document. It is just his interpretation not the boards. Josie Leavitt said it does not represent the whole board. Josie Leavitt said she hasn't had time to go through it. Ellen Howrigan asks to hear Jeff Parizo full explanation of the summary for 2018. Ellen Howrigan explains she does not believe in coincidence and the extended period of time for this audit was inexcusable she realizes the board tried to make corrections tonight. It takes a lot of courage to stand up in a small town to take action. Jeff Parizo says this document is his interpretation of what he was able to find it is open up to anyone else's interpretation when someone else gets you may find that I made a mistake there are a lot for a better term indicators or red flags or errors some are simple adding mistakes that add up some are like being paid for holiday even though you didn't have work you worked a holiday and paid overtime for it discussion continues about the document. Jeff Parizo discusses his documents and the issues found. Josie Leavitt said we have talked about specific issues concerning comp. time and highway was doing it. Josie Leavitt said the board wasn't clear what a 40-hour work week was, and people thought 37 hours it way before her time on the board the personal policy tightens this up and we know this was a mess. Jeff Parizo explains the library has some incorrect timecards for the librarian that wasn't caught and that cost us money and it was adding wrong there are stuff. like that and the sample size is so small and when you expand this out over a whole year just 2018 if you expand out 2018 it adds to a lot of money its favoring us it's going the other way. Jeff Parizo gave an example of an employee working 34 hours and taking 8 hours sick leave and they paid for 2 hours OT Chair Adam White said we had no policy Jeff Parizo responds as who said that was ok. Eric Godin said nobody there was no policy Jeff Parizo responded saying that somebody was saying we are going to do that. Josie Leavitt said the board signed the warrants and that was ok. Jeff Parizo said we only see a total gross amount, that's all we are seeing. Josie Leavitt said she did look at the document a lot of supervisors weren't signing off on time sheets mistakes were being made and mistakes weren't being caught there were many things across all departments but in every single department things were not signed off properly by supervisors basic math errors. None of this got caught and the board is embarrassed and is working to make sure this does not happen again. We have tightened with the personal policy. Josie Leavitt explains some benefits of the personal policy and we are going to have a standardized time sheet, everything will be inputted into NEMRC and we will now have payroll - reports. Jeff Parizo explains a payroll report at the end of the fiscal year 2018-2019 the sick time holiday time and vacation time of Melissa Boutin. Joe Longo asks for a copy of the summary from Jeff Parizo. He also asked who helped do the summary report. Jeff Parizo said no one help with it he also asks what Jeff Parizo financial background was Jeff Parizo he said he made that clear he is not a financial expert or auditor. Mitchel Richardson asks Ellen Howrigan has asked a question he feels the board hasn't answered and he want to follow up of the school board information going to be on the next meeting? Could Melissa Boutin have that done or when it is addressed, he didn't get a date Ellen Howrigan was unsure of Mitchel question about her. Mitchel Richardson said it was about the length of time the audit took. Josie Leavitt feels we have been over this 1000 times, and we need to keep moving forward. No one is happy with how long this audit took or how information. Ellen Howrigan said the audit was over a ridiculous amount of time there were several documents that weren't found or provided or lost. What Jeff Parizo has compiled sounds interesting for sure she thinks these points into a not so good direction and trying to address issues as how to these things have occurred, so they don't happen again that doesn't discount what has happened. Josie Leavitt asks Ellen parade if the board should go back which is your statute of limitations on timecards are we going to ding people taking more vacation time than they should have because no one was paying attention. Ellen Howrigan said if you look at the picture as a whole there looks like there could be some dishonesty in the past maybe not right now because the eyes are on it and do want somebody accountable? Josie

Leavitt said you would have to hold everyone accountable. Ellen Howrigan says that is the defense yes. Josie Leavitt says do you fault people and she is playing devils advocate now do you fault people for existing in a work environment where there is no personal policy and there is no one driving the bus. Jeff Parizo said he still expects people to be honest. Josie Leavitt doesn't believe people are being dishonest here she has gone through the summary she thinks people are making honest mistakes and we didn't have a policy and if you are going to make a math mistake repeatedly on your payroll or give yourself comp time or pay yourself overtime when you don't really deserve it but no one is actually telling you don't deserve it because we don't have a policy. Jeff Parizo said right but a 133 hours of comp time as of FY 21 it has been accumulated by our Town Treasurer/Clerk. Melissa Boutin said "are you saying I did not work those hours. Jeff Parizo no he didn't say that. Discussion between Melissa Boutin and Jeff Parizo about the comp time hours. Josie Leavitt said that is 16 days. Eric Godin says what that tells him we need to work on our do we have in our current personal policy what you can accrue? Chair Adam White ask Melissa Boutin a question the document Jeff Parizo is referencing Melissa Boutin said Brad also did the same thing in regard to if you didn't take your sick or vacation time you got paid for it, so Brad did the same thing every week you submit a pay sheet that shows vacation hours until they are used up and paid in full that is what the policy stated. Jeff Parizo she he gets it, and he is all for it that the policy we have now says that too. But for you not to take any vacation time and just get for it or Brad never got sick. Eric Godin said Jeff Parizo is going into assumptions. Jeff Parizo said that is what he was saying about the summary document he created. Josie Leavitt, that is what the new personal policy should address and if we feel there is a gap in that then we should put a cap on the amount of vacation time you are allowed to roll over. Jeff Parizo said we should ask our Town Clerk /Treasurer their vacation. Eric Godin said you can't force anybody to take vacation. Mitchel Richardson said he has his hand up he said there is a Vermont state statue, and it doesn't need to be a policy. Josie Leavitt asked for the state statue. Mitchel Richardson said state statue 24VSA 1686 for the treasurer providing for an audit. There is another statue providing Town Treasurer are not Adam quoted it earlier overtime. Mitchel Richardson is saying it did not need to be a policy being a Vermont state statute.

Bianca Lafayette said banks do require a vacation so another person can go into that position to catch any error that might have been made. It is mandatory when they are hired. Eric Godin said it is probably a question for VLCT and the town attorney about the legality of that. Rachel Griggs says she thinks the board allowed Melissa Boutin extra time during covid only because she didn't have any help and wasn't there extra pay with that? Jeff Parizo said that was overtime. And the other thing at one meeting I think it was when Bonnie Batchelder was here Joe Longo asked if there was any missing money and she said no. Jeff Parizo said we did approve the overtime that she was absolutely right 432 hours \$14,000 dollars and on top of that we have 133 hours of comp time. Josie Leavitt said which is 16 days. Rachel Griggs says can't take vacation time because she can't get help. And she isn't sick Rachel said when she worked if she didn't take sick days, she got paid for them. Melissa Boutin said there are two points that were out of her control and the selectboard control one was when Linda Effel fell and had dramatic brain injury and she was out of work for unknown amount of time that is when Melissa Boutin went to the selectboard after being a second year where there was no policy in place for anything short term or long term the first situation I worked my butt off and didn't ask for compensation for when Linda Effel husband passed away unexpectedly and she was in and out and not even here at all and Melissa Boutin didn't even ask for any compensation I just did the work I just put the time in. The second time Melissa Boutin went to the selectboard asked for hours of overtime per week which did not even compensate for my time. Then Covid hits and I worked extra hours till the office closed to the public and everybody was sent home for safety that all stopped I didn't get overtime before, and I didn't get overtime after period. Bianca Lafayette asks why overtime was there being paid if the office was closed why wasn't it just open for Melissa Boutin to answer questions of the allotted time period of the office being open. Jeff Parizo asks what was it about Covid that created that was so much busier. Melissa Boutin said she has to answer, and field calls for lister for zoning and this office emailing everything it took a lot of extra time to extract the information then because of Covid the State of Vermont implemented grants that we were able to get for scanning our records, so people had the ability land searcher records to gather information electronically. In order to get that grant we had to prove we had five years of documents recorded that were scanned into the system. So, we put in extra hours because we had a time crunch as well as elections going on that year for the primary and the general, we had things that had to get done including extra time because of Covid there was a grant for reimbursement for all different items to keep everyone safe. Peter Riegleman has two quick things if this goes forward for another meeting it would be really helpful for the public access to the same document. The other thing I would strongly suggest is to learn what has gone before and improve. The next time we have an audit the board makes sure the auditors come to the town office for the audit even if the board has to close the office and have witness.

Chair Adam White said that Melissa Boutin will go more into the payments discussed of the \$500 and \$1000 to find documentation for our next meeting December 19<sup>th</sup>. The 16 points some are already taken care of, or some are item just noted individuals do have their marching orders to reach out too and Chair Adam White will send out the list.

Two things, one makes sure none of this happens going forward but two address all the issues we found in this report to figure out some of them can be addressed. Are there any other discussions about the Batchelder Associates that we have in front of us. December 19<sup>th</sup>, we have much more follow up

**OLD BUSINESS:** Chair Adam White had previously presented in an email a job description list for the Selectboard Scribe. In an Email last week Eric Godin asked that the board write down their thoughts about the descriptions. The chair Adam White reads his description list. Eric Godin said the list is daunting. The discussion continues for some time about hours, wage, duties of the position. The position will be called Assistant to the selectboard.

Chair Adam White makes a motion to forward for the job posting for the selectboard assistant of the Grand Isle selectboard with an annual stipend amount of \$10,000 with a deadline to be January 2<sup>nd</sup>, 2023, for letters of interest. Jeff Parizo seconds the motion. No discussion. Passes unanimously

**Review and Sign Warrants:** Jeff Parizo makes a motion to have the selectboard sign the warrants Eric Godin Seconds. No discussion. Passes unanimously.

**ADJOURNMENT:** Josie Leavitt makes a motion to adjourn the meeting at 9:41pm. Eric Godin seconds. No discussion. Passes unanimously.

Minutes taken by Jeff Parizo