

## Standard Operating Procedures for the Grand Isle Selectboard

### **Purpose:**

The Standard Operating Procedures for the Grand Isle Selectboard is a living document that can be updated by the current Selectboard at any time via majority Selectboard vote. This document is meant to provide a more detailed account of current approved standard operating procedures for the Selectboard as a whole. This document must be updated and approved yearly at the last meeting prior to Town Meeting Day Voting.

### **Selectboard Agenda:**

A draft agenda will be prepared by the Selectboard Administrator and emailed to the Selectboard members. Selectboard members will send the Selectboard Administrator any items and documents that they would like to add to the agenda. The draft will circulate at least 5 days before a meeting. The draft will be finalized with input from the board by 5pm three days before a meeting. Other boards, departments, or members of the community may email the Selectboard Administrator to request items to add to the agenda up until noon three days before a meeting.

The agenda format shall include Call to Order; Board Members Present, Community Members Present, Zoom Attendees, Amend Agenda for Matters Not Listed; Public Comment; Review & Approve Minutes; Guests; Highway Department Update, Buildings Facilities Manager Update; IT Update; New Business; Old Business; Financials; Administrative Check-In; Review & Sign Warrants; Adjournment

The finalized agenda will be posted as detailed in the "Open Meeting Policy and SOP for all Grand Isle Town Boards and Commissions".

Finalized Agendas will be shared and/or posted for publication in PDF format.

### **Selectboard Minutes:**

The Selectboard Administrator will prepare draft minutes of a Selectboard meeting within 5 days of the meeting. The draft minutes will be sent to the Selectboard members and then posted to the Town website / ClerkMinutes. Any errors will be reported to the Selectboard Administrator and corrected. The minutes will be an Agenda item at the following Selectboard meeting for approval from the Selectboard. If minutes have been corrected, that will be noted on the Agenda as well as on the website.

Minutes will include full names of all those in attendance. When someone is referred to more than once, their full name will be used the first time they are mentioned and will include what they will be referred to going forward in parathesis. Example: Angela Low (Angela) would be used the first time the name is mentioned, and Angela would be used going forward in the minutes for that meeting.

Once the minutes are approved by the Selectboard, the Selectboard Administrator will remove the draft watermark and update the approved minutes. Minutes will be posted as detailed in the "Open Meeting Policy and SOP for all Grand Isle Town Boards and Commissions".

### **Virtual Meeting Folder:**

A virtual meeting folder will be created by the Selectboard Administrator for each Selectboard meeting that will be shared with the Selectboard Members. The folder should include all documents that may be referenced or needed. The virtual meeting folder will be sent to the Selectboard Members when the Agenda is finalized.

### **Selectboard Meeting Logistics:**

The Selectboard Administrator will arrive at the Town Office an hour before the meeting is scheduled. The Selectboard Administrator will let in LCATV to set-up their equipment.

The Selectboard Administrator will set up needed equipment for the zoom portion of the meeting.

The Selectboard Administrator will set out chairs for the community members.

The Selectboard Administrator will have a sign-up sheet available for community members attending in-person to sign.

The Selectboard Administrator will have copies of the agenda available for community members and Selectboard Members.

The Selectboard Administrator will bring paper copies of documents that need to be signed by the Selectboard. Any document signed by the Selectboard at a Selectboard meeting will be scanned by the Selectboard Administrator and filed accordingly, the original signed document will then be given to the Town Clerk to file in the vault.

Upon request, the Selectboard Administrator can bring paper copies of documents for Selectboard Members that do not need to be signed, otherwise those documents are accessible to the Selectboard Members via the meeting folder in the shared drive.

### **Selectboard Meetings attendance:**

Selectboard member attendance is imperative for a board to run efficiently. If a Selectboard Member is unable to attend a meeting all members should be made aware in advance. If a Selectboard member is attending a meeting via Zoom, it is preferred the member attend via video, not just audio on zoom. Additional requirements and rules might be applicable in the Grand Isle Rules & Procedures.

### **Selectboard Meetings via Zoom:**

Each Selectboard meeting will have a Zoom option available. The Selectboard Administrator will schedule the meeting in Zoom to start at 5pm and end at 9pm. Zoom recordings and instructions will be as detailed in the "Open Meeting Policy and SOP for all Grand Isle Town Boards and Commissions".

### **Recordings of Selectboard Meetings:**

The Zoom recording of each meeting will be saved in the shared network drive as well as uploaded and saved to ClerkMinutes. Each meeting will have a Zoom recording folder created with the numerical date as its title. The Zoom file for that meeting will be saved in that folder. The Selectboard Administrator will set up their laptop to the webcam, microphone, and the TV in the Town Office to provide the Zoom option for meetings. The webcam is to be pointed out to see all Selectboard members. The microphone is to be placed in the middle of the Selectboard table. Due to the level of Zoom subscription, only one microphone can be used. Zoom recordings and instructions will be as detailed in the "Open Meeting Policy and SOP for all Grand Isle Town Boards and Commissions".

### **LCATV:**

LCATV is on the list of requested agendas. Sending LCATV the agenda allows them to schedule a cameraperson to attend the Selectboard meeting to record. LCATV posts the recordings on their website

as well as airs the meetings on cable access television. The Selectboard Administrator will be at the Town Office an hour prior to the meeting to let LCATV into set-up their equipment.

**Annual Town Meeting Warning:**

The Annual Town Meeting shall be warned not less than 30 days nor more than 40 days before the meeting date. The Warning will be sent to The Islander for publishing, posted to the Town website, and physically posted at the Town Office, the Library, and Emmon's Market.

**Informational Session:**

The first week in January, the Selectboard Administrator will schedule the venue for the Information Session for the Saturday before Town Meeting Day.

The Selectboard Administrator will request the venue provide:

- Two long tables for the Selectboard to sit at with their laptops
- One smaller table for the Selectboard Administrator to set up the projector and laptop
- At least 30 chairs with the option to take more if need be
- Four power strips- one for the Selectboard table, one for the projector table, one for the sound equipment for the moderator, one for LCATV to utilize for their equipment
- Sound equipment- microphone and amplifier/speakers
- 4 extension cords- one for the projector, one for the power strip at the Selectboard table, one for the sound equipment, an extra for unforeseen equipment needs

The Selectboard Administrator will create a slideshow for the Informational Session. Each ballot item will result in its own slide.

The slideshow will be sent to the Selectboard chair prior to the meeting. The Selectboard chair will bring a laptop to the meeting in order to advance through the slideshow as they present it. The Selectboard chair will log into the information session zoom meeting and share their screen to show the slideshow. The Selectboard Administrator will use their laptop to facilitate the zoom meeting and to connect to the projector. The Selectboard Administrator will bring the web cam and microphone needed for zoom. The shared screen by the chair will be projected for those in attendance to follow along.

The Town Clerk will bring physical copies of the Town Report to the Informational Session for those in attendance. This will include the ballot and thus people can follow along with a paper copy if they choose.

The Selectboard Administrator will notify LCATV of the Information Session date once the venue is scheduled.

The Informational Session will be warned 48 hours before the meeting as with any other Selectboard meeting; however, the Informational Meeting date is defined in the Town Meeting warning and will be published in The Islander at least 30 days before the town meeting. Informational Session agendas will be physically posted at the Town Office, the library, and Emmon's Market as well as posted on the Town website and emailed to those who have requested agendas.

**On-Boarding of new Selectboard members:**

The new member will take an oath and be sworn in by the Town Clerk.

The Selectboard Administrator will arrange to have an email address set-up for the new Selectboard member. The Administrator will explain how the shared drive works.

The Selectboard Administrator will provide guidance and direction on where to find all approved Policies, Procedures, SOP's and Town Ordinances currently in place for the Town of Grand Isle currently approved by the Selectboard.

The new Selectboard member will sign-up for the VT Secretary of State Open Meeting Law training listed at <https://sos.vermont.gov/municipal-division/open-meetings/> as well as the Municipal Ethics Commission required training listed at <https://ethicscommission.vermont.gov/municipal-ethics>.

The Selectboard Administrator will update the Selectboard page on the Town website to reflect the new members, their titles, and their contact information.

### **Selectboard Organizational Meeting:**

The Selectboard Organizational Meeting will occur after Town Meeting Day. This may be during a regular meeting or a special meeting.

The Organizational Meeting will include:

- Nominating and electing a chair and vice chair
- Designate meeting time/place, posting locations & newspaper of record
- Annual Appointments: Assistant Emergency Coordinator, Tree Warden, Northwest Solid Waste District, Northwest Regional Planning Commission, Northwest Regional Planning Commission Transportation Advisory Committee and any other commission that expires in March of that year.
- Adopting the Selectboard Conflict of Interest
- Adopting the Rules & Procedures
- Review of the Town's LHMP and schedule action items and dates accordingly
- Appoint custodian for Public Records Request (Annual – Town Clerk)
- Assign team leader(s) for Annual Fraud Risk Assessment and schedule meeting date. Assign a deadline for draft Grand Isle Internal Controls update to be presented to the Selectboard for approval.
- Assign designee to receive and investigate harassment or discrimination complaints – Town Attorney

### **Selectboard Grant Reporting (Blanket Approval):**

Selectboard chair has been authorized by the Selectboard to complete and file grant reporting independently if the Selectboard has previously agreed via vote to accept the grant and the terms and conditions of that grant. Once the Selectboard has been approved by majority vote, the Chair is authorized to complete forms and file timely without additional approval from the Selectboard.

### **Town Fiscal Year Budgets:**

The Selectboard Chair will email the deadlines for budgets deadlines for all Town Departments and Boards at the second September meeting. The Town Treasurer will email an editable budget spreadsheet (an Excel spreadsheet in .xls format) to the Selectboard, Selectboard Administrator, and each Town

Department and for each Department/Board to use to fill out their budgets prior to the second September meeting. This is to create an easy process for those filling out budgets and those reading the budgets, to standardize the information and file types, and for multi-level document archiving (ie, the shared network drive, the website, any other platform the information may be shared).

The Town Treasurer will email the Cost-of-Living Adjustment to the Selectboard and any Department/Board that has staff once that information becomes available to them.

Each Department and Board will name and save their spreadsheet with the department/board clearly defined along with stating the Fiscal Year it is for. For example: **Grand Isle Library Budget FY 25-26**. Budget spreadsheets will be saved as PDFs in landscape format.

Each Department/Board budget spreadsheet will include the last three years of budgets for historical reference.

The Selectboard Chair will set deadlines for each Department to submit their budget and supply them with a date to attend a Selectboard meeting to present their budget. The budget deadline will be at least 4 days before their assigned Selectboard meeting date.

Each Department or Board will email the Selectboard Administrator their budget by their assigned deadline. The Selectboard Administrator will distribute the budget spreadsheets to the Selectboard and organize and save the spreadsheets in the shared network drive.

Each Department or Board will select a member to represent them and present their Department/Board's budget at the Selectboard meeting that has been assigned with their Department/Board.

#### **Town Board Training:**

Every member of a Town Board or Commission will complete the mandatory yearly training for Open Meeting Law, Municipal Code of Ethics and any other training mandated by the State of Vermont or the Grand Isle Selectboard as detailed in the "Open Meeting Policy and SOP for all Grand Isle Town Boards and Commissions".

#### **Fire Department Community Room Approval:**

The Selectboard chair has been granted the right to approve Fire Department Community Room requests that are submitted by the Grand Isle Fire Department Chief without the need to be brought to a Selectboard Meeting.

#### **SAM.org Renewal:**

The Selectboard assistant and the Town Clerk will work together each year to renew the town's System of Award Management (SAM) with the United States' government.

#### **Highway Department:**

Annually, the second week in March, the Annual Bridge & Standards document will need to be presented by the Highway Department for Selectboard approval.

Highway Annual Financial Plan will be presented to the Selectboard after Town Meeting Day, so long as the Highway budget is approved.

The Town will provide Road Foreman with Town owned cell phone and phone number. At end of employment phone number and phone remain property of the Town of Grand Isle. Highway Maintenance crew will receive a cell phone allowance in their biweekly payroll.

#### **Recurring Credit Card Payments:**

Recurring payments will be paid on the credit card rather than receiving monthly invoices. The invoices and statements for the recurring payments will be saved and filed for future reference. Current approved automatic payments: Xfinity / Comcast, Zoom, Constellix (website domain), OOMA (phone contract)

#### **Contract approvals, Contacts and Rate Notices:**

All new contracts must be approved via majority vote of the Selectboard. If a contract requires signature(s), a copy of this contract will be made by the Selectboard Administrator and kept in both a physical binder in the vault as well as a shared file on OneDrive containing all contracts approved and executed. If the contract requires an electronic signature, the designated signer will distribute a copy of the executed contract to the entire board as well as kept as detailed above. All change of vendor rate notice(s) and updated vendor contact announcements must also be kept as detailed in this paragraph.

#### **Unassigned Funds:**

The Selectboard Chair **Must** email the Town Treasurer after each meeting when the board approves to expend funds designated to be paid from the "Unassigned Funds" balance. The Town Treasurer will keep a spreadsheet of the current Unassigned Funds Balance that includes money earmarked by the Selectboard to be paid via the Unassigned Funds account. After each approval sent to the Town Treasurer, the Town Treasurer will update the spreadsheet and distribute the updated copy the entire Selectboard.

#### **New Town Employee Hiring Procedure:**

Town employees under direct supervision of the Selectboard (i.e. highway department, transfer station, board clerks and zoning administrator) must be hired following this hiring procedure. Library employees, Cemetery employees, elected officials, appointed DRB members, appointed Planning Commissioners and appointed Recreation members are exempt from this hiring procedure.

The department with the vacancy will advertise the position via an employment ad for a minimum of one (1) week. Ad's must be posted to at least the following: The Islander, the Town Website and Front Porch Forum. A copy of the ad and the job description must be sent to the Selectboard as noticed.

The hiring department will receive all applications. Once the department is ready to begin the interview process, all applications must be sent directly to the Selectboard Administrator along with a request to schedule a special meeting for interviews.

The Selectboard Administrator will work with the department heads, the Selectboard and the applicants to select a mutually agreeable day and time for the interview(s) to occur.

The hiring department is responsible for checking all employee references and any applicable background checks prior to the interview.

The Selectboard Administrator will hold a special meeting for the interviews. All interviews will be conducted by the Selectboard and the department heads in Executive Session. Once all interviews have been completed, the head(s) of the department will provide a recommendation to the Selectboard on applicants interviewed and hiring status. The Selectboard will exit Executive Session and vote on each applicant and if applicable, the hiring wage of a newly hired employee. If no applicants are approved to

be hired by the Selectboard via majority vote, the department must repost the job advertisement and begin the process again.

**Employee Write up and Complaints Retention Plan:**

The Selectboard will receive a copy of all employees' disciplinary write-ups. All write ups and complaints received by a Selectboard member must be well documented and placed in the employee file. The Selectboard Administrator is responsible for keeping a file folder with all complaints and write-ups for each employee on a OneDrive that all Selectboard Members have access to.

**Board / Commission members Term Expiration:**

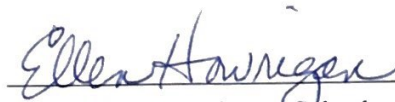
Board member commissions end on 12/31 of a given year. The applicable board (i.e. Planning Commission, DRB, Recreation Committee) are required to send the Selectboard Administrator a request to approve a commissioner's term by the first week in December to ensure boards contain approved members for their first meeting of January. In addition to the referenced Commissioners, the Zoning Administrator and acting Zoning Administrator also expires 12/31 of each given year. The Planning Commission is tasked with recommending this position each year to the Selectboard prior to the expiration date for renewal. The Selectboard Administrator will send a blanket reminder email to all boards mid-November to remind them of the impending expiration dates and steps to ensure expired appointments do not occur.


The foregoing Policy is hereby adopted by the Selectboard of the Town of Grand Isle, Vermont on this day of August 18, 2025.

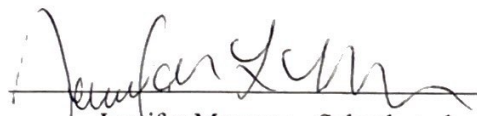
This policy is effective as of this date until amended or repealed.

Grand Isle Selectboard for the Town of Grand Isle

  
\_\_\_\_\_  
Jeff Parizo – Selectboard Chair  
Chair

  
\_\_\_\_\_  
Ellen Howrigan – Selectboard Vice

  
\_\_\_\_\_  
Aimee Cochran – Selectboard Member  
Member

  
\_\_\_\_\_  
Jennifer Morway – Selectboard

Ronnie S. Bushway

Ron Bushway – Selectboard Member