

Regular Selectboard Meeting  
21 July 2023  
2:30 PM  
Town Office at Isle La Motte School and via Zoom

In Attendance: Mary-Catherine Graziano, Cary Sandvig, Beth Meese (via Zoom), Steven Reeve (via Zoom), Laura Miraldi (via Zoom), Andrea Carbone

1. **Call to Order:** Meeting was called to order at 2:30 PM by Board Chair Mary-Catherine Graziano.
2. **Roadways:**
  - *Emergency pothole repair* - New Emergency Management Director Carmine Centrella has been monitoring the status of the roads, and in conjunction with a resident report, Mary-Catherine Graziano advised that both West and East Shore Roads require repair of potholes, which are deep on West Shore Road. An estimate provided by John Yartz projects the cost for time and materials to amount to \$2,836, work which can be completed on Monday, 24 July. The Board Chair noted that there is a budget for this expense and the amount is below the bid threshold. Cary Sandvig motioned for the work to repair the washed-out roads to be approved, seconded by Mary-Catherine Graziano, all in favor.
  - *Interim solution for emergency Roadway issues* - Until a new Road Commissioner is appointed, the Town requires a point-person to deal with emergency issues, such as the pothole repair, as they arise and without the need for Selectboard approval via special meeting. Mary-Catherine Graziano conferred with the Vermont League of Cities & Towns (VLCT) who provided guidance to formally allow the Selectboard to appoint a Selectboard member to act on emergency/urgent roadway issues. Cary Sandvig motioned to authorize Mary-Catherine Graziano as the interim point of contact for emergency/urgent roadway repairs, Mary-Catherine Graziano seconded, all in favor. **A copy of the resolution will be attached as an exhibit to the meeting minutes.** The Board Chair noted that she is meeting with the Northeast Regional Planning Commission (NRPC) to review roadway grants that have been agreed to and their status. Mary-Catherine Graziano also stated that all efforts will be made to expedite the placement of a new Road Commissioner. Any emergency/urgent work orders will be chronicled and reported on at Regular Selectboard Meetings. This staffing predicament has increased the burden on the sitting Board members, prompting the need to discuss the possibility of expanding the Selectboard from three to five members. Cary Sandvig will review the process with VLCT and it will be discussed at a future Selectboard meeting.
3. **Animal Control:** Cary Sandvig motioned to approve the re-signing of the long-term animal hold agreement with the Humane Society of Chittenden County, seconded by Mary-Catherine Graziano, all in favor. The document had previously been signed by the Board, but not the Humane Society. The document has now been signed by both parties. **A copy of the contract will be attached as an exhibit to the meeting minutes.**
4. **Other Business:** Mary-Catherine Graziano motioned to add additional business to the agenda, since the items proposed were not significant, seconded by Cary Sandvig, all in favor.
  - *Backup Battery Generator* - Cary Sandvig reported that following the last meeting, there had been no additional discussion about the status of the grant.
  - *School Building Inspection Report* - Cary Sandvig reported that the full report on the inspection has yet to be received by the Selectboard. A copy may have been mailed to the Town Office and the Board Clerk will follow up with the Town Clerk.

5. **Adjourn:** Meeting was adjourned at 2:47 PM, motioned by Cary Sandvig, seconded by Mary-Catherine Graziano, all in favor.

Respectfully submitted on 24 July 2023 -  
Andrea Carbone

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Mary-Catherine Graziano

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Rusty Spaulding

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Cary Sandvig

# Draft document describing delegation of Interim Roadwork Approval for Selectboard Member:

From VLCT:

"The selectboard can delegate oversight of emergency road work to one selectboard member.

In regards to the open meeting law concerns: it appears your selectboard is 3 members. If so, then yes, there are open meeting law concerns when/if the designated road board member communicates with any other selectboard member, as there would be 2 out of 3 (i.e. a quorum) of board member communicating potentially about board business. A quorum or more of board members communicating about its business triggers the open meeting law requirements.

To avoid these open meeting law issues, the board can make it clear what road oversight authority they are giving the single board member through a document and motion. Hopefully, this allows the board member to know what action they can take outside of a meeting without having to go back to the board. Then, if the board member who has road work oversight needs to communicate with the greater board to either, e.g. report back or get authority from the board overall that they don't have alone, this needs to be done at a board noticed meeting."

The Selectboard authorizes the delegation of oversight of emergency/urgent road work to

Mary Catherine Graziano

of the Selectboard, to allow for efficient execution of needed work.

Allowable actions: emergency (significant damage to the road, or causing safety issues, and needs to be completed within 24 hours) work costing less than \$4,000. Anything over that amount will need to be approved by the board in an emergency meeting, and will almost certainly need to go out to bid if it's over \$5,000.

Urgent (significant damage to the road, or causing safety issues, and needs to be completed before the next regular meeting) work costing less than \$3,000. Anything over that amount will need to be approved by the board in a special meeting.

Small or routine tasks that don't cost much money—under \$2,000, that are already within the approved budget.

This delegation of road work approval will last until the appointment of a new Road Commissioner, upon which, delegation of cost approvals will be reviewed for the Road Commissioner.

## Selectboard Signatures



Name

7/21/23

Date



Name

7/21/2023

Date

\_\_\_\_\_

Name

\_\_\_\_\_

Date



**ANIMAL CONTROL INTAKE CONTRACT**  
142 Kindness Court, South Burlington, VT 05403  
Tel: (802) 862-0135 / Fax: (802) 860-5868


The parties of this agreement are the Humane Society of Chittenden County, chartered and licensed in the State of Vermont, hereinafter referred to as HSCC, and the **Town of Isle La Motte**, herein referred to as "the town/city." The terms of this agreement shall take effect January 1, 2023, and shall remain in effect until December 31, 2023.

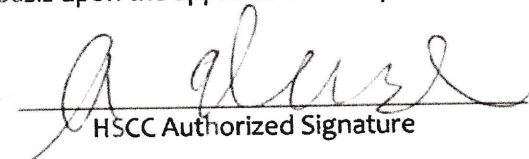
The parties named above agree to the following:

1. The town/city officer or agent may bring stray cats and stray small-domesticated mammals (depending on species, not wildlife) to HSCC. HSCC will receive and hold stray cats/small-domesticated mammals for five (5) business days.
2. HSCC will accept stray dogs after they have been held by an impounding facility for a *minimum* of five (5) business days or the minimum number of days established by town/city ordinance, *whichever is greater*. HSCC requires any paperwork and information that the town/city has regarding the dog.
3. The town/city agrees to contact HSCC prior to bringing animals to our facility. HSCC will provide an intake appointment within 48 hours of the contact, pending available space in our facility.
4. HSCC will not provide rabies quarantine services to animal control or the public.
5. It is the responsibility of the town/city to provide any necessary emergency veterinary care before relinquishing an animal to HSCC at the town/city's expense.
6. HSCC reserves the right to decline any animal for any reason at any time.

In consideration of the services provided by HSCC, the town/city agrees to pay the sum of \$200.00 per dog and \$75.00 per cat or small-domesticated mammal (not wildlife) relinquished to HSCC. The town/city will be billed on a monthly basis and terms of remittance will be Net 30.

Executed this 20 day of July, 2023. This agreement is subject to renewal on an annual basis upon the approval of both parties.

  
Town/City Authorized Signature

  
HSCC Authorized Signature

MARY CATHERINE  
Name & Title (Printed)  
GRAZIANO CHAIR

\_\_\_\_\_  
Name & Title (Printed)

**Please return this signed copy to HSCC**