

Regular Selectboard Meeting
20 September 2023
6:01 PM
Town Office at Isle La Motte School and via Zoom

In Attendance: Mary-Catherine Graziano, Cary Sandvig, Marie Sturgeon, Margaret Koch, Alex Montagne, Peter Brzozowy, Susan Larkin, Charles Gurney, Anne Jobin-Picard, Mary Brennan-Centrella, Carmine Centrella, Steve Foley, Ruth Casey, Barbara Callahan, Deborah McMahon, Frances Yandow, Tony Fowler, Kathleen Balutansky, Pat Treckman, Evan Hill, Carol Bohannon, Bobby Dean (via Zoom), Michele Murray (via Zoom), Wayne Dengler (via Zoom), Beth Dengler (via Zoom), Erin Gilligan (via Zoom), Fox 44 (via Zoom), Drew Miraldi (via Zoom), Sophia Thomas, (via Zoom), Stephen Mank (via Zoom), Gladys Barnes (via Zoom), Debbie Langlois (via Zoom), Marie D'Angelo (via Zoom), Andrea Carbone, and others who did not sign the attendance sheet or provide full names on Zoom

1. **Call to Order:** Meeting was called to order at 6:01 PM by Board Chair Mary-Catherine Graziano.
2. **Additions to agenda:** Mary-Catherine Graziano announced additions to the agenda which would be discussed during the Other Business portion of the meeting including acceptance of the paperwork for the School transfer, an overview of the Recreation Department's basketball/pickleball fencing project, and an announcement regarding the Cemetery Commission. A motion was made by Cary Sandvig to make the additions to the agenda, seconded by Mary-Catherine Graziano, all in favor.
3. **Town Business:**
 - *Town Administration Update + Public Discussion* - Board Chair Mary-Catherine Graziano provided an update on the staffing, noting that volunteers have come forward for the Town Clerk and Animal Control Officer (ACO) positions; interviews are scheduled for Tuesday beginning at 6:00 PM at a special Selectboard meeting. The floor was then opened for public discussion.
 - Pat Treckman began the discussion, noting that as a twenty-year resident she understands and appreciates the Board's engagement in the work and focus on issues, but feels the Board may not working in a positive manner and there seems to have been a lack of respect between the Selectboard and the Town Clerk/Treasurer's office. Several questions followed and were then answered by the Selectboard.
 - *Discussion of the Legal Fees incurred in drafting of email to Stephen Mank:* The Selectboard stated that no fees were incurred in the drafting of the email, but that Mr. Mank likely incurred legal fees when he sent the email to the attorney for review after he received the email.
 - *Explanation of why Legal Fees are over budget:* The Selectboard advised that Legal Fees are probably not over budget but are close to the full year's projection; there are property closing legal fees mis-coded to the Legal Fees line that need to be re-coded to the property line item. A full reconciliation and status of fees is not available, as the last legal bill was paid but a current status budget report has not been printed due to the departure of the staff.
 - *Explanation of why the Town is not accepting the same title to the School as was deeded to the School Union and why taxpayer money is being spent revising the title:* The Board advised that the the Selectboard unanimously agreed to look at the survey of the property, as an easement was missing in the survey for a second septic lot. The Board explained that the second septic easement was in case of future need. A follow-up question regarding Title Insurance was asked, questioning why if this was in place it would have protected the Town in the future instead of modifying the title. It was advised that a clean deed was desired to avoid the need to rely on Title Insurance in the future. At this time, the Board did advise that the Warranty Deed had been signed and was delivered this week. The Selectboard stated that throughout the process it acted in the best interest of the Town, ensuring that the transaction was checked as thoroughly as possible; there was never a notion that the transaction would not be completed.
 - *Explanation of why a second Selectboard Clerk is being hired instead of an Assistant Town Clerk, and why considerations are not being made to increase the hours of the Town Clerk and Treasurer instead of adding additional staff:* The position that is being advertised for is an office assistant, rather than a clerk; the responsibilities are very specific for the Selectboard Clerk.

- This role will assume responsibility for items that have historically been covered by the Town Office and have been falling behind over time including the maintenance of the website, payments to vendors, grant tracking, and communication between departments. At this time, Evan Hill and Carol Bohannon questioned the lack of communication between the Town Clerk and the Selectboard, with Ms. Graziano stating that the Selectboard had not been included on emails that are part of the issues that were most recently discovered. Furthering the discussion, Ms. Hill and Ms. Bohannon questioned why this failure in communication was not escalated, and Ms. Graziano stated that a working meeting was held in early June but that the meeting was not as productive as intended. The conversation then transitioned to the the slow payment of invoices for several contractors, at which time Ms. Hill noted that the office had been awaiting a check supply reorder, which she had heard was the reason for the delayed payments to contractors; the Selectboard indicated that the Town Office staff never communicated that there was a check supply issue. Ms. Hill continued, noting that the Town Office is closed and questioned how important land records research is to be conducted, to which the Board advised that there is a procedure in place to schedule an appointment. Marie D'Angelo joined the discussion stating this is the first time her family feels that a responsible Selectboard is in place and that Board Chair Graziano is of upstanding character. Ms. D'Angelo stated that there have been very clear instructions provided on the Town's website as to how to make an appointment for accessing the Town Office.
- *Discussion of keeping the Town Clerk and Treasurer in separate roles to maintain checks and balances:* The Selectboard agrees that the roles should remain separate, but there has not been a volunteer for the Treasurer position. The Board feels they may need to appoint an eligible resident as a nominal Treasurer and hire a bookkeeper to cover the position until an election is held. Ms. Treckman inquired as to the hours expected for the two positions, and the Board advised that the administration may set their own hours. A discussion of compensation followed; the Board would like to see the stipends rise, a small increase was approved last year, and Ms. Treckman stated that taxes cannot rise, but perhaps a reallocation of funds budgeted for assistants can be shifted to Town Clerk and Treasurer to compensate them for additional hours in lieu of filling the assistant positions. Ms. Treckman noted that Stephen Mank was a strong candidate for the town roles, and Ms. Graziano stated that Mr. Mank did excellent work during his time in office, there were a number of insurmountable issues preventing the group from moving forward.
 - Steve Foley continued the discussion, noting that he has not attended many of the meetings, but his observation was that personality issues among the elected officials have arisen and a mechanism to address this in the future needs to be in place; the Selectboard agreed.
 - Anne Jobin-Picard inquired as to the total number of hours the Town Clerk and Treasurer are expected to complete for the compensation previously discussed, and the Selectboard indicated that the physical number of hours worked is completely up to the individuals in the two positions.
- *Official Town Facebook Page Creation/Resurrection* - In order to have a central location to post Town Business on Facebook, the Selectboard has suggested resurrecting the official Isle La Motte page to be controlled by the Selectboard. A motion was made to resurrect the page by Cary Sandvig, seconded by Mary-Catherine Graziano, all in favor. Pat Treckman questioned why people cannot just use the Town's website as their source of information, and it was decided that for now, the Facebook page would be identified and not utilized. A motion to determine the correct Facebook page and temporarily freeze it was made by Cary Sandvig, seconded by Mary-Catherine Graziano, all in favor.
- *Selectboard Email Address Discussion* - In order to keep the Selectboard in the loop on future projects involving grants and to avoid a situation as occurred with an overlooked roadway grant from last year, and a missed grant signature page for another grant, a generic email address that forwards to the three members will be established and copied on all Town-related correspondence, as needed. A motion to create the email address was made by Cary Sandvig, seconded by Mary-Catherine Graziano, all in favor.

4. Administration:

- *Listers - Errors + Omissions* - There were no Errors and Omissions to report at this meeting.
- *Approve minutes from prior meetings*
 - 6 September 2023 - A motion to approve the prior Regular Selectboard Meeting minutes was made by Cary Sandvig, seconded by Mary-Catherine Graziano, all in favor.
 - 10 September 2023 - A motion to approve the prior Special Selectboard Meeting minutes was made by Cary Sandvig, seconded by Mary-Catherine Graziano, all in favor.

- *Personnel + Purchasing policies* - The Selectboard presented draft policies at the September 10, 2023 meeting, asking the public for feedback as these policies take shape. It was noted that these policies will not be enacted until a full Selectboard is in place. The documents are available for viewing on the Town's website; Charles Gurney confirmed that the public's input was requested, and the Selectboard confirmed the request. Carmine Centrella inquired as to the inclusion of a mechanism for purchasing during a disaster, and the Board confirmed that the provision does exist; Mr. Centrella will review the documents and provide further feedback.
 - *Islelamotte.gov status update + next steps* - The request for a .gov domain was initiated by Stephen Mank, whom the Selectboard thanked for his efforts in executing. The domain request continues to await final approval, after which a variety of systems related work will need to be completed; Member Sandvig will see through the process once the domain registration is complete.
5. **Isle La Motte School Transfer:**
- *Update on status of transfer* - As noted earlier in the meeting, the transfer of the School is nearing completion now that the Warranty Deed has been handed over. Once a Treasurer is in place, the transfer of the \$1.00 expense will be completed.
 - *Action list post transfer* - A review of the action list was conducted and roles were assigned to the Selectboard and members of the administration. **A copy of the list and the assignments will be attached as an exhibit to the minutes.** Anne Jobin-Picard inquired if there was snow removal already established for the building, which was confirmed.
6. **Animal Control:**
- *Update on Vicious Dog assessment* - The Selectboard reviewed the case of the recent vicious dog attack and provided an update on the status of the assessment of the animals. The animal behaviorist who originally provided advice on the situation could not conduct the assessment due to a conflict of interest, so a second behaviorist is being scheduled to review the dogs. The English family is abiding by the safety protocol required for the dogs and their home, which has been verified in person by Mary-Catherine Graziano.
 - *Delinquent License update* - Five delinquent license letters were issued two weeks ago; two licenses remain outstanding at this time.
7. **Roadways:**
- *Commissioner report* - Mary-Catherine Graziano provided an update as interim Road Commissioner.
 - Hidden Driveway Sign installation - John Yartz will be installing the signage at no cost to the Town, locations are being reviewed and the handover of signage currently at the Town Office will be coordinated. Tony Fowler asked where the sign was being placed, as he believes there should also be a sign installed eastbound on Shrine Road. The Board Chair noted the request and advised that this and several other hidden driveway locations would be investigated.
 - Road patching - The Selectboard recognized the numerous potholes on the Island, noting several large hole locations on West Shore Road. John Yartz has discussed the issue with Ms. Graziano, and Mr. Yartz has ordered supplies for the repairs which will take place over the next few weeks. Barbara Callahan called out a large pothole at the foot of Nobles Hill Road that also needs to be investigated and repaired.
 - E-911 sign installation - The installation of the signage at the new roads will be completed by Mr. Yartz, who is also coordinating on the proper location for the signs.
 - *FY23 Grants in Aid* - As previously mentioned this grant, which had been overlooked by the prior Road Commissioner, was to have been completed in September 2023 but an extension was granted due to the flooding statewide this summer. A motion was made by Cary Sandvig to ratify Mary-Catherine Graziano's signature, seconded by Mary-Catherine Graziano, all in favor. **A copy of the amendment will be attached as an exhibit to the minutes.** The work, now to be completed no later than September 2024, is currently out for bid and will be awarded at the September 26, 2023 special meeting. Member Sandvig noted that a resident has asked for a review of another culvert/ditch and Board Chair Graziano stated that a policy to respond to requests to clean culverts/ditches needs to be established. Ms. Graziano would like residents to take the initiative in cleaning their own culverts/ditches, as it is often the homeowner's yard debris causing the blockages, but recognizes that a number of residents are limited physically and financially to conduct the cleaning themselves.

- *Bid scoring rubric to ensure fairness and consistency* - To fairly assess bidders, future bid reviews will be conducted via a scoring rubric to allow for criteria to be evaluated by a more straightforward means. The scoring rubric will be developed prior to the next project that will be put out for bid.
- *Additional Discussions* - Barbara Callahan inquired about the American and Canadian flag project that took place this year, confirming where the funds for this project were expended. The Board confirmed that the funds were applied to the American Rescue Plan Act (ARPA) budget and they were not expended to the Highway budget. Margaret Cook inquired as to the condition of Lockerby Lane which was last topped in 2019 and is full of ruts; the request will be added to the pending work log for consideration later this year or next year.

8. **Other Business:**

- *Motion to Accept School Transfer Paperwork* - Cary Sandvig motioned to accept the Warranty Deed as executed by the Grand Isle Supervisory Union, seconded by Mary-Catherine Graziano, all in favor.
- *Recreation Department Basketball/Pickleball Fence Project* - Co-chairs Ruth Casey and Anne-Jobin Picard provided a high-level overview of the project which will be discussed in detail at the special meeting scheduled for Tuesday, September 26, 2023. Ms. Casey requested that the Selectboard investigate the possibility of the Town's insurance carrier approving that the labor for the project be provided by members of the Islands Pickleball Association (IPA); Board Chair Graziano will attempt to have an answer by Tuesday's meeting. Chair Jobin-Picard advised that the group would like to see the work completed in October, so will be looking for approval of the project on Tuesday. Additional details of the project have been requested and will be shared with the Selectboard prior to Tuesday's meeting.
- *Cemetery Commission Announcement* - The Board advised that Paul Langlois has resigned his position as commissioner, and a job description has been drafted in order to fill the position as soon as possible. One of the two remaining commissioners is a part-time resident and will be leaving the Island in October. At this time Debbie Langlois advised the Board that the stipend is still outstanding for Mr. Langlois; the required paperwork has not been signed and Mr. Langlois was unaware of the need to complete paperwork prior to accepting the position. Mary-Catherine Graziano stated that the situation will be reviewed with the incoming administration and a solution will be determined to provide Mr. Langlois with the stipend he has earned.

9. **Adjourn:** Meeting was adjourned at 7:28 PM, motioned by Cary Sandvig, seconded by Mary-Catherine Graziano, all in favor.

Respectfully submitted on 23 September 2023 -
Andrea Carbone

Mary-Catherine Graziano

Cary Sandvig

Town Ownership of the School Action List

	TASK	RESPONSIBILITY	STATUS
1	Ask Toby Peacock to do walkthrough of maintenance and operations of the building, including “quirks” of the equipment	MCG	- record the conversation while conducting walk-through
2	Obtain any facilities manuals/instructions/documents (ex: HVAC, security, etc)	CS	- add fire system, network; contact Michael Clark and Michael Inners for assistance
3	Ask CIUUSD facilities team for contracts and services regularly provided to the school & contact information of same	CS	
4	Transfer contracts to Town for remainder of year	MCG/Town Clerk	-
5	Potentially do research on lower-cost/local bids for services	MCG/CS	- future project, assume existing for now
6	Ask CIUUSD facilities team for contractor list for reference in case of issues	CS	
7	Re-key building	MCG	
8	Re-code security system	MCG	
9	Change combination of vaults?	Town Clerk	
10	Begin planning reorganization of office space to optimize use while also allowing for other community uses of the building.	Public Discussion	
11	Fire Alarm System repair (constantly in a status of error)	CS	
12	Pull together long-term replacement/capital plan for maintenance of the building	Public Discussion	
13	Food Shelf idea?	-	- future project
14	Relocate generator from R. Spaulding storage to Town Office	CC	- Carmine Centrella will arrange with Rusty Spaulding
15	Discuss voicemail AC logged Friday regarding locksmith	CS	- complete
16	Powerwash of entrance?	-	- future project; a facilities maintenance plan needs to be established
17	Landscaping/garden/holidayplanning	-	- future project; a facilities maintenance plan needs to be established
18	Review of building inspection report	-	- review once Selectboard is fully staffed

**STATE OF VERMONT
GRANT AMENDMENT**

Part 2 – Grant Amendment

This is a Grant Amendment (hereinafter called “Amendment”) between the State of Vermont, Agency of Transportation (hereinafter called “State”), and the **Town of Isle La Motte**, (hereinafter called “Grantee”). The Agreement dated **9/28/2022**, shall be modified as follows:

1. Award Details: Part 1 – Grant Award Detail is hereby deleted and replaced in its entirety with the revised Part 1 – Grant Award Detail attached and made a part hereof.

Except as modified by this or any existing Amendments, all other provisions of the original Agreement dated **9/28/2022**, shall remain unchanged and in full force and effect.

WE, THE UNDERSIGNED PARTIES, AGREE TO BE BOUND BY THIS GRANT AMENDMENT.

State of Vermont
Agency of Transportation

Grantee
Town of Isle La Motte

Date: 9/14/2023

Date: September 14, 2023

Signature:  EBBFF896AB5C4E8...

Signature: 

Name: Joe Flynn

Name: Mary-Catherine Graziano

Title: Secretary of Transportation

Title: Selectboard Chair

STATE OF VERMONT GRANT AGREEMENT

Part 1-Grant Award Detail

SECTION I - GENERAL GRANT INFORMATION

¹ Grant #: GA0339		² Original <input type="checkbox"/> Amendment # <u>1</u>	
³ Grant Title: Grants in Aid - FY23			
⁴ Amount Previously Awarded: \$12,500.00		⁵ Amount Awarded This Action: \$0.00	
		⁶ Total Award Amount: \$12,500.00	
⁷ Award Start Date: Jul 01, 2022		⁸ Award End Date: Sep 30, 2024	
⁹ Subrecipient Award: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>			
¹⁰ Vendor #: 0000040276		¹¹ Grantee Name: Town of Isle La Motte	
¹² Grantee Address: PO Box 250			
¹³ City: Isle Lamotte		¹⁴ State: VT	
		¹⁵ Zip Code: 05463	
¹⁶ State Granting Agency: Vermont Agency of Transportation			¹⁷ Business Unit: 08100
¹⁸ Performance Measures: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		¹⁹ Match/In-Kind: \$ <u>\$3,125.00</u> Description: 20% Required Match	
²⁰ If this action is an amendment, the following is amended: Amount: <input type="checkbox"/> Funding Allocation: <input type="checkbox"/> Performance Period: <input checked="" type="checkbox"/> Scope of Work: <input type="checkbox"/> Other: <input type="checkbox"/>			

SECTION II - SUBRECIPIENT AWARD INFORMATION

²¹ Grantee Identifier [UEI] #: C14SALWL9PQ5		²² Indirect Rate: <u>N/A</u> % <small>(Approved rate or de minimis 10%)</small>		²³ FFATA: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
²⁴ Grantee Fiscal Year End Month (MM format): 12				²⁵ R&D: <input type="checkbox"/>	
²⁶ Entity Identifier [UEI] Name (if different than VISION Vendor Name in Box 11):					

SECTION III - FUNDING ALLOCATION

STATE FUNDS

Fund Type	²⁷ Awarded Previously	²⁸ Award This Action	²⁹ Cumulative Award	³⁰ Special & Other Fund Descriptions
General Fund	\$0.00	\$0.00	\$0.00	
Special Fund	\$12,500.00	\$0.00	\$12,500.00	Clean Water Funds
Global Commitment <small>(non-subrecipient funds)</small>	\$0.00	\$0.00	\$0.00	
Other State Funds	\$0.00	\$0.00	\$0.00	

FEDERAL FUNDS

(includes subrecipient Global Commitment funds)

Required Federal Award Information

³¹ CFDA #	³² Program Title	³³ Awarded Previously	³⁴ Award This Action	³⁵ Cumulative Award	³⁶ FAIN	³⁷ Federal Award Date	³⁸ Total Federal Award
		\$0.00	\$0.00	\$0.00			
³⁹ Federal Awarding Agency:		⁴⁰ Federal Award Project Descr:					
		\$0.00	\$0.00	\$0.00			\$0.00
Federal Awarding Agency:		Federal Award Project Descr:					
		\$0.00	\$0.00	\$0.00			\$0.00
Federal Awarding Agency:		Federal Award Project Descr:					
		\$0.00	\$0.00	\$0.00			\$0.00
Federal Awarding Agency:		Federal Award Project Descr:					
Total Awarded - All Funds		\$12,500.00	\$0.00	\$12,500.00			

SECTION IV - CONTACT INFORMATION

STATE GRANTING AGENCY	GRANTEE
NAME: Ross Gouin	NAME: Selby Turner
TITLE: Grants in Aid Project Coordinator	TITLE: Road Commissioner
PHONE: Cell (802) 595 - 2381	PHONE: Office: (802) 928 - 3434 Cell: (802) 922 - 7573
EMAIL: ross.gouin@vermont.gov	EMAIL: selbyt@aol.com



Issue Date: 01/01/2023

Policy Number: P3202023

Certificate #: 7

CERTIFICATE OF COVERAGE

Company Affording Coverage

Named Member

Town of Isle La Motte, incl. Isle La Motte Free Public Library, including Isle La Motte Volunteer Fire Company
 Attn: Stephen Mank
 PO Box 250
 Isle La Motte, VT 05463

VLCT Property & Casualty Intermunicipal Fund, Inc.
 89 Main Street Suite 4
 Montpelier, VT 05602

This is to certify that the policies of coverage listed below have been issued to the named member listed above for the policy period indicated. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded by the policies described herein is subject to all the terms, definitions, exclusions, and conditions of such policies. Note that limits shown may have been reduced by paid claims.

Type of Coverage	Term	Limits of Liability
Commercial General Liability Coverage Includes: Premises/Operations Products/Completed Operations Personal Injury Contractual Independent Contractors Broad Form Property Damage	01/01/2023 - 01/01/2024	\$10,000,000 Per Occurrence
Automobile Liability Any Auto Hired Autos Non-Owned Autos Comprehensive/Collision	01/01/2023 - 01/01/2024	\$10,000,000 Per Occurrence ACV
Workers Compensation And Employers Liability	01/01/2023 - 01/01/2024	Statutory \$5,000,000 Per Occurrence and in the Aggregate
Property	01/01/2023 - 01/01/2024	As Per Policy Declarations
Other: The State of Vermont and its agencies, departments, officers and employees are included as an additional covered party (additional insured) for Automobile Liability, General Liability and Property Damage, but only in respect to operations by or on behalf of the Named Member, as respects the grant. Coverage shall be primary and noncontributory with any other insurance, when required by contract.		
Certificate Holder: State of Vermont Agency of Transportation-Contract Administration 219 North Main Street, Suite 105 Barre, VT 05641	This Certificate is issued as a matter of information only and confers no rights upon the Certificate Holder. This Certificate does not amend, extend or alter the coverage afforded by the policies above. Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail 30 days written notice to the Certificate Holder named to the left, but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents, or representatives.	

Authorized Representative: _____