

Regular Selectboard Meeting
1 November 2023
6:00 PM
Town Office at Isle La Motte School and via Zoom

In Attendance: Mary-Catherine Graziano, Cary Sandvig, Carmine Centrella, Peter Brzozowy, Vickie Buswell, Robin Gutierrez, Sylvia Jensen, Erin Gilligan, Alex Montagne (via Zoom), Beth Meese (via Zoom), Steven Reeve (via Zoom), Bobby Dean (via Zoom), Mary Brennan-Centrella (via Zoom), Andrea Carbone

1. **Call to Order:** Meeting was called to order at 6:00 PM by Board Chair Mary-Catherine Graziano.
2. **Additions to agenda:** There were no additions to the agenda for this meeting.
3. **Administration:**
 - *Town Clerk Update* - Town Clerk Vickie Buswell was present to provide the Selectboard and Town a monthly update which highlighted her continuing onboarding into the role, with thanks provided to all who have supported her transition into office. Cary Sandvig questioned Ms. Buswell's biggest challenge, which has been the processing of the backlog of property recordings that arrived while the office was closed. The Selectboard again thanked Ms. Buswell for volunteering to support the Town in the role of Town Clerk.
 - *September Financial Review* - A review of the September budget versus actual was conducted, a copy of which will be attached as an exhibit to the minutes. It was noted that Insurance and Sheriff's expenses are up to budget, as is Computer Maintenance, as work to begin investigating the office digitization project had been expensed to this line item. Board Chair Graziano noted that there are several line items that need to be reviewed, as miscodings may or have occurred; discussions with the NEMRC bookkeeper, Wendy Wilton, have uncovered some miscodings and will help clean-up the coding of expenses in the coming budget season. The sale of the two Sunset View lots was not budgeted, so the cost of the closing expenses for those properties will need to be expensed in order to reimburse the Trustees of Public Funds. Cary Sandvig noted that discussions with Vermont Electric continue regarding the lightbulb upgrade project, and also confirmed that the account has officially been turned over to the Town, no longer in the name of the School Union as Sylvia Jensen inquired as to the status of the solar credits. Ms. Jensen also indicated that the School Union has returned the education tax payment to the Town due to overpayment; this will be investigated in the coming days.
 - *Open Town Positions* - Vacancies remain for Tree Warden, Road Commissioner, and Selectboard Member, though several candidates have been earmarked for Selectboard and are considering the role. A social media push will be made for the remaining vacancies over the next few weeks.
 - *Listers - Errors + Omissions* - There was no report presented for this meeting.
 - *Approve minutes 18 October 2023 meeting* - A motion to approve the prior Regular Selectboard Meeting minutes was made by Cary Sandvig, seconded by Mary-Catherine Graziano, all in favor.
 - *Warrants for payroll & payables* - A copy of the warrants will be included as an exhibit to the minutes.
 - 26 October 2023 payroll for \$1,639.50; motion to approve was made by Cary Sandvig, seconded by Mary-Catherine Graziano, all in favor.
 - 26 October 2023 payroll transfer for \$438.25 for the Internal Revenue Service; motion to approve was made by Cary Sandvig, seconded by Mary-Catherine Graziano, all in favor.
 - 26 October 2023 payables for \$43,647.78, the majority of which was attributable to the November payment for snow removal, legal fees, and fuel for the town office building. A motion to ratify Mary-Catherine Graziano's signature was made by Cary Sandvig, seconded by Mary-Catherine Graziano, all in favor.
 - *Computer Purchases - Board of Listers/Selectboard* - The Selectboard confirmed that the computer for the Listers has been ordered as discussed at the October 18, 2023 meeting.
4. **Town Business:**
 - *Island Entrance Work* - Sylvia Jensen provided an overview of the planned Island entrance work the Isle La Motte Community Organization (ILMCO) has arranged with the support of local residents and contractors, which will include the replacement of the telephone pole fencing with stones. Work is expected to be completed this fall and will also include the relocation of the Isle La Motte signage at the Island's entrance, work on the benches, and the trimming of the lakeside overgrowth. Signage recognizing the additional soldiers buried on the grounds that have been discovered may be presented to the Selectboard by the Historical Society.

- *Town Christmas Decorations* - A discussion of the entrance Christmas tree was conducted, which will be decorated this year as in the past by Ms. Sis Reed. Mary-Catherine Graziano will work with interested parties in forming a long-term plan for the entrance Christmas tree, which may include planting a new tree as the existing tree is not entirely suitable for decorating. ILMCO is considering decorating a tree at the Recreation Park with projected laser lighting, and Member Sandvig advised that there may be Federal Aviation Administration restrictions to consider. ILMCO will also be decorating the exterior of Old Town Hall.
 - *Tree Stand policy and signage - sign final policy* - Minor changes were made to the policy as discussed at the last meeting, and a motion was made by Cary Sandvig to approve the policy, seconded by Mary-Catherine Graziano, all in favor. Signage will be posted to reflect the policy, but will not include the need to seek permission to hunt on Town Land as it would be difficult to enforce. The signage language was approved by motion of Cary Sandvig, seconded by Mary-Catherine Graziano, all in favor. Ms. Graziano will fabricate the signage and work with residents familiar with the land to properly install the signage. **A copy of the final policy will be attached as an exhibit to the meeting minutes.**
 - *Begin budgeting planning* - This discussion was moved to Other Business at the end of the meeting.
5. **Contracts/Grants/Bids:**
- *FH24 Grants in Aid Scoping Study* - The Board reviewed a proposal from the Northwest Regional Planning Commission (NRPC) who will take the lead on seeing the grant projects through completion for a cost of \$1,000. A motion was made to retain the firm to ensure the successful use of the grant funds by Cary Sandvig, seconded by Mary-Catherine Graziano, all in favor. **A copy of the proposal will be attached as an exhibit to the meeting minutes.**
 - *FY25 Better Roads Grant Application* - The Board discussed moving forward with the grant and will discuss the application, which is due in December, with NRPC. **A copy of the grant announcement and application will be included as an exhibit to the meeting minutes.**
6. **Isle La Motte School Transfer:**
- *Action list post transfer* - A review of the open items was conducted and updates were made to the responsibilities and status, **an current copy of which will be included as an exhibit to the meeting minutes.** Ms. Granzino noted that property management for the facility needs to be discussed as part of the budget process, and that in the interim, she will work to identify a flag monitoring volunteer to ensure the Town Office flag reflects the current federal and state status mandates. At this time, Cary Sandvig noted that work continues on addressing the speed of the website, and that audio solutions for the mutli-purpose room are being investigated. It was also noted that the transition of the Town's domain to .gov is still pending.
7. **Recreation Department:**
- *Indoor Recreation Programs in School/Town Office* - The Recreation Department requested this discussion be moved to the November 15, 2023 agenda.
8. **Emergency Management Department (EMD):**
- *ILM Sheltering Operations/Options Discussion* - EMD Director Carmine Centrella advised that the Town Office will be inspected by the Red Cross on November 27, 2023 at 10:00 AM for consideration as a Regional Red Cross Shelter, though lack of permanent staffing at the building and adequate emergency power will likely disqualify the facility for the designation. Director Centrella stated that the North Hero school is the current regional Red Cross Shelter for Isle La Motte and should be used during a major disaster, while shorter-term emergencies will be more easily accommodated at the Isle La Motte Town Office.
 - *Backup Battery Grant Status* - Ms. Jensen inquired about the status of this grant which was discussed earlier this year, and it was advised that discussions had ceased at a point when negotiations over the cost to the Town were pending. A follow-up with Vermont Electric will be conducted and an update provided.
9. **Animal Control:**
- *Vicious Dog Incident Update* - A synopsis has been provided to the new Animal Control Officer, Nancy Blaise; the Selectboard will follow-up to ensure action is being taken.
 - *New Animal Control Officer (ACO) Rabies Vaccination* - Scheduling of the vaccination is pending coordination with the new ACO.

10. **Roadways:**

- *Current status report* - Mary-Catherine Graziano announced that one of the two culvert projects recently awarded may be completed before the winter and, as previously noted, a road reporting template is being created for submitting issues or complaints, which will improve the tracking of incidents for review, bid, and repair. It was advised that John Yartz will be patching potholes around the Island that resulted from heavy rains that continued into October. Ms. Jensen requested the repair of potholes at the entrance of the Community Store and the Post Office.
- *North Seawall damage assessment with NRPC* - The project, which was requested in July, will be discussed with NRPC in order to develop a scope of work for the repairs to be completed.

11. **Other Business:**

- *Begin budgeting planning* - Kicking off the 2024 budgeting season, the following items were noted:
 - An announcement will be sent to all departments requesting their input on their annual budgets.
 - The Board of Listers will be asking for an increase in their budget due to inflation and an increase in workload. As well, funds are to be earmarked for the reassessment that has been mandated by the State.
 - The Selectboard is considering several administrative changes, which may include the addition of a Town Administrator who would absorb a number of roles and tasks.
 - The Vermont League of Cities & Towns wage report will be referenced during the budgeting discussions, as considerations for bringing wages into line with expectations are conducted.
 - The Town Planning Commission will require a budget as it moves into the new year and begins conducting survey sessions.
 - A discussion of how to reflect the Lister and Recreation Department funds in the financial statement will be conducted during the budget review.
 - There will be rollover in roadway work from 2023 to 2024 due to the delay in scheduling of grant work.
 - The General Fund will see an overall increase due to inflation.
 - Potential land sale expenses need to be considered and allowances accurately reflected in the budget.
 - Several residents voiced their desire to ensure a review of the former dump was conducted and to confirm any outstanding obligations were fulfilled. The land required mowing while still under observation, but it should no longer be an expense the Town is undertaking.
- Robin Gutierrez noted her concern that, with winter approaching, the return of ice fishers and parking at the Island entrance would once again be impacted by the State using the area as a plow turn-around area. A broader discussion of potentially adding parking at land grandfathered in as right of way will be had at the next meeting.
- Sylvia Jensen announced the recent passing of Larry Mumley, a popular real estate agent who donated ten acres of land to the Town turning the dream of bringing a school back to Isle La Motte into a reality. Ms. Jensen will submit a letter of gratitude for publication in *The Islander*, celebrating Mr. Mumley's lasting contribution to Isle La Motte - a facility that will now be used by the entire community.

12. **Adjourn:** Meeting was adjourned at 7:40 PM, motioned by Cary Sandvig, seconded by Mary-Catherine Graziano, all in favor.

Respectfully submitted on 3 November 2023 -
Andrea Carbone

Mary-Catherine Graziano

Cary Sandvig

Account	Budget	Actual	% of Budget
01-001.21 Due to Taxpayer State Pay	0.00	0.00	0.00%
01-010.00 Property Taxes	251,985.00	246,223.53	97.71%
01-010.01 Recording Fees	8,000.00	5,040.00	63.00%
01-010.02 Copy\Fax Fees	1,900.00	1,198.29	63.07%
01-010.03 Title Search	300.00	184.60	61.53%
01-010.04 Del. Tax Coll. Commission	5,500.00	3,681.97	66.94%
01-010.06 Delinquent Taxes Collecte	0.00	45,278.63	100.00%
01-010.08 Delinquent Tax Interest	8,500.00	8,265.25	97.24%
01-010.11 Land rec. Restoration Res	0.00	0.00	0.00%
01-010.12 Interest Income	500.00	660.75	132.15%
01-010.14 Licenses	1,200.00	1,149.50	95.79%
01-010.16 Rent of Town Lands	1,750.00	1,825.00	104.29%
01-010.17 Town Land Sale	0.00	71,500.00	100.00%
01-010.18 St Edmund Society Donatio	1,000.00	1,000.00	100.00%
01-010.22 State Hold Harmless Pymt.	9,300.00	0.00	0.00%
01-010.24 ARPA FUNDS	0.00	-1,337.36	100.00%
01-010.27 PILOT	2,500.00	2,523.34	100.93%
01-010.28 Items for sale	0.00	0.00	0.00%
01-010.29 Permits	250.00	355.00	142.00%
01-010.30 Civil Fines	200.00	25.00	12.50%
01-010.32 Payment from Escrow	0.00	0.00	0.00%
01-010.33 Reimbursements	0.00	326.02	100.00%
01-010.96 Transfer In	19,000.00	19,000.00	100.00%
01-010.97 State Prop tax Adjustment	4,000.00	0.00	0.00%
01-010.98 Gen. Rev. Surplus	0.00	0.00	0.00%
01-010.99 Misc Revenues	0.00	11,792.65	100.00%
Total Revenues	315,885.00	418,692.17	132.55%
01-1 ADMINISTRATION			
01-101.00 Insurance	6,850.00	8,049.75	117.51%
01-102.00 County Taxes	41,858.00	46,166.29	110.29%
01-104.00 Legal Fees	4,000.00	3,084.63	77.12%
01-104.06 Property Legal Closing Co	5,200.00	4,639.48	89.22%
01-105.00 Voting Supplies	100.00	1,053.40	1,053.40%
01-105.05 Dues	1,800.00	1,859.00	103.28%
01-106.00 BCA/Election workers	300.00	250.00	83.33%
01-107.00 Del Tax Commissions	3,000.00	2,525.75	84.19%
01-107.01 Tax abatement- principal	600.00	652.23	108.71%
01-107.02 Tax abatement- interest	100.00	104.34	104.34%
01-107.03 Tax abatement- penalty	50.00	52.16	104.32%
01-107.04 Tax abatement- other	0.00	0.00	0.00%
01-108.00 Land Record restoration	1,000.00	0.00	0.00%
01-109.00 Telephone\Fax\Internet	900.00	1,618.03	179.78%
01-110.00 Salary Clerk	18,700.00	13,640.76	72.95%
01-110.05 Office Assistant	19,656.00	11,023.50	56.08%
01-111.00 Other Wages & Salaries	0.00	0.00	0.00%
01-111.01 Town Auditor Salaries	0.00	0.00	0.00%
01-111.03 Selectboard Salaries	3,000.00	0.00	0.00%

Account	Budget	Actual	% of Budget
01-111.04 Cemetery Commissioner Pay	990.00	660.00	66.67%
01-111.05 FICA/MEDI Employer	5,500.00	4,117.84	74.87%
01-111.06 Town Hall Custodian Wages	7,488.00	3,363.66	44.92%
01-111.07 Clerk of the Board wages	3,900.00	2,700.00	69.23%
01-112.00 Salary Treasurer	16,600.00	12,094.20	72.86%
01-113.00 Officers Expenses/Mileage	1,100.00	233.00	21.18%
01-114.00 Supplies\Postage	4,400.00	3,775.96	85.82%
01-115.00 Equip. Rental\Purchase	3,500.00	2,584.60	73.85%
01-116.00 Computer\Maintenance	8,200.00	10,616.74	129.47%
01-117.00 Town Report	1,550.00	1,074.00	69.29%
01-118.00 Animal Control/Constable	5,000.00	1,851.25	37.03%
01-120.00 Bank Service Charges	150.00	125.00	83.33%
01-120.01 Interest Expenditure	450.00	6.80	1.51%
01-121.00 Health\Dental	0.00	0.00	0.00%
01-122.00 Retirement Account	0.00	0.00	0.00%
01-123.00 Website	495.00	288.00	58.18%
01-124.00 Advertising	1,200.00	1,088.50	90.71%
01-125.00 Training	1,750.00	331.00	18.91%
01-125.01 Training Wages	0.00	0.00	0.00%
01-125.09 Misc. Expense	0.00	1,809.92	100.00%
01-126.00 Unemployment	0.00	0.00	0.00%
01-128.00 Supplies for resale	0.00	0.00	0.00%
01-129.00 Unreal. loss land investm	0.00	0.00	0.00%
Total ADMINISTRATION	169,387.00	141,439.79	83.50%
01-2 SOLID WASTE			
01-201.00 Monitoring\Lab Charges	586.00	0.00	0.00%
01-203.00 Northwest Solid Waste Dis	0.00	585.60	100.00%
01-204.00 Meeting Mileage Reimb.	150.00	0.00	0.00%
01-205.00 Special Trash Collection	0.00	0.00	0.00%
Total SOLID WASTE	736.00	585.60	79.57%
01-3 TOWN HALL			
01-301.00 Trash Collection	700.00	387.50	55.36%
01-302.00 Fuel	2,300.00	0.00	0.00%
01-303.00 Electricity	600.00	1,188.41	198.07%
01-304.00 Renovations	0.00	0.00	0.00%
01-305.00 Repairs\Maintenance	0.00	0.00	0.00%
01-306.00 Supplies	900.00	350.05	38.89%
01-307.00 CIUUSD Lease	0.00	0.00	0.00%
01-308.00 Lawns/Outdoor Maintenance	900.00	0.00	0.00%
01-309.00 Winter Sidewalk Cleaning	500.00	0.00	0.00%
01-310.00 Water & Heat Service Cont	2,400.00	0.00	0.00%
01-311.00 Building Expenses	0.00	0.00	0.00%
Total TOWN HALL	8,300.00	1,925.96	23.20%
01-4 APPROPRIATIONS			

Account	Budget	Actual	Actual % of Budget
01-401.00 Cemeteries	6,000.00	6,000.00	100.00%
01-402.00 Library	0.00	0.00	0.00%
01-403.00 Fire\Rescue	43,000.00	43,000.00	100.00%
01-404.00 UVM Home Health & Hospice	2,500.00	2,500.00	100.00%
01-405.00 Vt. Public Transit	0.00	0.00	0.00%
01-406.00 Champlain Valley Agency o	0.00	0.00	0.00%
01-407.00 Vt. Independent Living	295.00	295.00	100.00%
01-408.00 Champlain Parent Child Ce	0.00	0.00	0.00%
01-410.00 LCI Economic Dev. Corp.	500.00	500.00	100.00%
01-411.00 American Red Cross	350.00	350.00	100.00%
01-412.00 Northwest Regional Planni	550.00	1,566.00	284.73%
01-413.00 Vt. Coalition of Towns	0.00	0.00	0.00%
01-414.00 GI County Restorative Jus	250.00	250.00	100.00%
01-415.00 Vt. Green-Up	50.00	0.00	0.00%
01-416.00 N VT Resource Cons & Dev	0.00	0.00	0.00%
01-417.00 ILM Community Org	0.00	0.00	0.00%
01-418.00 N W Counseling & Support	700.00	0.00	0.00%
01-419.00 Voices Against Violence	1,000.00	0.00	0.00%
01-420.00 VT Trails & Greenways	0.00	0.00	0.00%
01-421.00 NW Unit Special Investiga	1,500.00	0.00	0.00%
01-422.00 Grand Isle Co. Mentoring	0.00	0.00	0.00%
01-423.00 Champlain Isl Food Shelf	0.00	0.00	0.00%
01-424.00 Bookmobile	0.00	0.00	0.00%
01-425.00 Town Use of School	0.00	0.00	0.00%
01-426.00 Vermont Adult Learning	0.00	0.00	0.00%
01-427.00 Franklin-GI United Way	0.00	0.00	0.00%
01-428.00 GRACE Program	0.00	0.00	0.00%
01-429.00 Friends N Lk Champlain	1,000.00	1,000.00	100.00%
01-430.00 VACD	100.00	100.00	100.00%
01-431.00 Island Arts	1,500.00	1,500.00	100.00%
01-432.00 VT CENTER INDEP LIVING	0.00	0.00	0.00%
01-433.00 BIG HEAVY	0.00	0.00	0.00%
01-434.00 AGE WELL	1,000.00	1,000.00	100.00%
01-435.00 VT Family Network	250.00	0.00	0.00%
Total APPROPRIATIONS	60,545.00	58,061.00	95.90%
01-7 OTHER			
01-702.00 Land Purchase	0.00	0.00	0.00%
01-705.00 Champlain Statue	0.00	0.00	0.00%
01-706.00 Town Use of Facility	0.00	0.00	0.00%
01-707.00 Loan Anticipation Note	0.00	0.00	0.00%
01-709.00 2022 School Taxes Paid	0.00	0.00	0.00%
01-709.01 Grandparent Program Hot L	0.00	0.00	0.00%
01-710.00 State Education Fund pymt	0.00	0.00	0.00%
01-715.00 Tax Reimbursement Legal	0.00	0.00	0.00%
01-716.00 Special Events	350.00	350.00	100.00%
01-717.00 Hydrology	0.00	0.00	0.00%
01-717.01 LaBombard Ditch & Dump ca	0.00	0.00	0.00%
01-717.02 Four Corners Drainage	0.00	0.00	0.00%

Account	Budget	Actual	% of Budget
01-718.00 Town lots	0.00	0.00	0.00%
Total OTHER	350.00	350.00	100.00%
01-8 SERVICES			
01-801.00 Cemeteries	4,000.00	4,000.00	100.00%
01-802.00 Library	0.00	0.00	0.00%
01-803.00 Alburgh/Fire Rescue	18,000.00	18,000.00	100.00%
01-804.00 VT State Police	50.00	50.00	100.00%
01-805.01 Audit Services	9,000.00	7,750.00	86.11%
01-806.00 G.I. Sheriff Contract	36,000.00	31,124.50	86.46%
01-807.00 Rec Site/Mowing	5,400.00	5,720.00	105.93%
Total SERVICES	72,450.00	66,644.50	91.99%
01-999.97 Transfer to Rec Fund	0.00	0.00	0.00%
01-999.98 Transfer to Lister Fund	0.00	0.00	0.00%
01-999.99 Transfer to other funds	0.00	0.00	0.00%
Total Expenditures	311,768.00	269,006.85	86.28%
Total General Fund	4,117.00	149,685.32	
Total All Funds	4,117.00	149,685.32	

11/01/23
11:07 am

Town of Isle La Motte General Ledger
Current Yr Pd: 9 - Budget Status Report
Recreation Dept Fund

Account	Budget	Actual	Actual % of Budget
02-0 RECREATION REVENUE			
02-010.01 Rec Dept Events Revenue	500.00	390.00	78.00%
02-010.02 Rec Dept Grants & Donatio	2,600.00	0.00	0.00%
Total RECREATION REVENUE	3,100.00	390.00	12.58%
02-999.99 Transfer in GF	0.00	0.00	0.00%
Total Revenues	3,100.00	390.00	12.58%
02-1 RECREATION EXPENSE			
02-101.00 Recreation Events Expense	0.00	0.00	0.00%
02-101.03 Rec Park Upgrades & Maint	2,600.00	940.00	36.15%
02-101.05 Recreation Handy Man	0.00	0.00	0.00%
02-102.00 Rec Administrative Supply	0.00	0.00	0.00%
Total RECREATION EXPENSE	2,600.00	940.00	36.15%
Total Expenditures	2,600.00	940.00	36.15%
Total Recreation Dept Fund	500.00	-550.00	
Total All Funds	500.00	-550.00	

Account	Budget	Actual	Actual % of Budget
03-0 HIGHWAY REVENUE			
03-010.00 State Aid to Highways	48,000.00	64,501.89	134.38%
03-010.01 VT Highway Grants	32,500.00	0.00	0.00%
03-010.02 FEMA	0.00	0.00	0.00%
03-010.03 VT Structures Grant	0.00	0.00	0.00%
03-010.04 Bank loan revenue	0.00	0.00	0.00%
03-010.05 Highway Tax Revenue	224,365.00	224,365.00	100.00%
03-010.98 Highway Budget Surplus	85.00	0.00	0.00%
03-011.00 Federal Highway Grant	0.00	0.00	0.00%
03-012.00 HIGHWAY RESERVE	0.00	0.00	0.00%
Total HIGHWAY REVENUE	304,950.00	288,866.89	94.73%
03-999.99 Transfer from General Fun	0.00	0.00	0.00%
Total Revenues	304,950.00	288,866.89	94.73%
03-5 WINTER ROADS			
03-501.00 Snow removal	183,500.00	93,986.00	51.22%
03-502.00 Salt and sand	25,000.00	8,817.48	35.27%
03-503.00 Drainage	0.00	0.00	0.00%
03-504.00 Salt Shed	0.00	365.00	100.00%
03-505.00 Interest on Loan	500.00	0.00	0.00%
03-506.00 Loan Re-payment	9,000.00	0.00	0.00%
Total WINTER ROADS	218,000.00	103,168.48	47.32%
03-6 SUMMER ROADS			
03-601.00 Paving/Blacktop	5,000.00	3,800.00	76.00%
03-602.00 Gravel and Stone	10,000.00	11,798.88	117.99%
03-603.00 Pot Hole Repair	2,000.00	2,141.00	107.05%
03-604.00 Ditching & Culverts	5,000.00	1,255.15	25.10%
03-605.00 Erosion Control	200.00	0.00	0.00%
03-606.00 Mowing Roadsides	8,000.00	5,000.00	62.50%
03-607.00 Grading/Chloride	5,000.00	5,481.75	109.64%
03-608.00 Equipment Rental/Purchase	100.00	0.00	0.00%
03-609.00 Highways Markers	500.00	1,502.35	300.47%
03-610.00 Storm Damage Repairs	0.00	0.00	0.00%
03-611.00 Grant Projects	39,100.00	0.00	0.00%
03-611.01 East Shore Road	0.00	0.00	0.00%
03-611.02 Stormwater	0.00	1,056.67	100.00%
03-611.03 Quarry Road	0.00	0.00	0.00%
03-611.04 Loon's Landing	0.00	0.00	0.00%
03-611.06 Lighthouse Point Rd.	0.00	0.00	0.00%
03-612.00 Tree/Brush Removal	4,500.00	0.00	0.00%
03-613.00 Engineering	500.00	0.00	0.00%
03-614.00 Road Commissioner wages	4,000.00	0.00	0.00%
03-615.00 Misc Road Exp/Street Ligh	1,550.00	1,252.44	80.80%
03-616.00 Misc Road Labor	1,000.00	0.00	0.00%

11/01/23
11:06 am

Town of Isle La Motte General Ledger
Current Yr Pd: 9 - Budget Status Report
Highway

Account	Budget	Actual	% of Budget
03-617.00 REI EXPENSE	500.00	0.00	0.00%
Total SUMMER ROADS	86,950.00	33,288.24	38.28%
Total Expenditures	304,950.00	136,456.72	44.75%
Total Highway	0.00	152,410.17	
Total All Funds	0.00	152,410.17	

Lister

Account	Budget	Actual	% of Budget
04-010.25 Parcel Maintenance Revenu	8,400.00	8,331.50	99.18%
04-010.26 Lister Education Revenue	0.00	0.00	0.00%
04-999.99 TRANSFER FROM GENERAL FUN	0.00	0.00	0.00%
Total Revenues	8,400.00	8,331.50	99.18%
04-101.00 Lister Postage & Supplies	150.00	64.43	42.95%
04-102.00 Computer/ Software/IT	1,500.00	1,150.46	76.70%
04-103.00 Tax Mapping	2,000.00	1,537.50	76.88%
04-104.00 Lister Mileage	200.00	0.00	0.00%
04-105.00 Lister Media Warnings	300.00	0.00	0.00%
04-106.00 Lister Training	400.00	125.00	31.25%
04-111.02 Board of Lister Wages	5,340.00	4,853.50	90.89%
04-119.00 Reappraisal & Maintenance	0.00	0.00	0.00%
04-120.00 APPRAISAL	0.00	0.00	0.00%
04-120.01 REAPPRAISAL WAGES	0.00	0.00	0.00%
Total Expenditures	9,890.00	7,730.89	78.17%
Total Lister	-1,490.00	600.61	
Total All Funds	-1,490.00	600.61	

Account	Budget	Actual	% of Budget
07-010.01 ARPA Federal Grant	0.00	0.00	0.00%
Total Revenues	0.00	0.00	0.00%
07-300.00 Transfer Out	0.00	19,000.00	100.00%
Total Expenditures	0.00	19,000.00	100.00%
Total ARPA Fund	0.00	-19,000.00	
Total All Funds	0.00	-19,000.00	

11/01/23
11:11 am

Town of Isle La Motte General Ledger
Current Yr Pd: 9 - Budget Status Report
Lister Re-eval Fund

Account	Budget	Actual	% of Budget
08-010.01 Lister Re-eval Fund	760.00	0.00	0.00%
Total Revenues	760.00	0.00	0.00%
Total Lister Re-eval Fund	760.00	0.00	
Total All Funds	760.00	0.00	

11/01/23
11:08 am

Town of Isle La Motte General Ledger
Current Yr Pd: 9 - Budget Status Report
Records Restoration

Account	Budget	Actual	% of Budget
06-010.01 Recording fees	3,000.00	0.00	0.00%
Total Revenues	3,000.00	0.00	0.00%
Total Records Restoration	3,000.00	0.00	
Total All Funds	3,000.00	0.00	

10/26/23
11:15 am

Town of Isle La Motte Payroll
Check Warrant Report #18087
Check date 10/26/23 to 10/26/23

Page 1 of 1
Clerk

Employee	Gross	Fringes	Reimburse	FWT	FICA	MEDI	SWT	SDI	Local	Oth Dedu	Net Amt	Elec Amt	Check No
BOHANNON, DONNA L.	38.25	0.00	0.00	0.00	2.37	0.55	0.00	0.00	0.00	0.00	35.33	0.00	5562
BUSWELL, VICKIE L.	1006.92	0.00	0.00	0.00	62.43	14.60	9.52	0.00	0.00	0.00	920.37	0.00	5563
CARBONE, ANDREA M.	437.50	0.00	21.99	0.00	27.13	6.34	8.35	0.00	0.00	0.00	417.67	0.00	5564
D'ANGELO, MARIE S.	37.50	0.00	32.10	0.00	2.33	0.54	0.00	0.00	0.00	0.00	66.73	0.00	5565
LABRECQUE, MARY E.	215.92	0.00	0.00	0.00	13.39	3.13	0.00	0.00	0.00	0.00	199.40	0.00	5566
	1736.09	0.00	54.09	0.00	107.65	25.16	17.87	0.00	0.00	0.00	1639.50	0.00	

To the Treasurer of Town of Isle La Motte
we hereby certify that there is due to the several persons whose
names are listed hereon the sum against each name and that
there are good and sufficient vouchers supporting the payments
aggregating \$ ***1,639.50
Let this be your order for the payments of these amounts.

Cary Sandvig

Mary Catherine Graziano

Rustam Spaulding

Printed Checks Pay 10/26/23-10/26/23 All Employees By Employee

Dept	Employee	Sequence	PR	Ending			
Description	Units	Rate	Amount	G/L	Account		
BOHADO	BOHANNON, DONNA L.	01932		10/21/23			
Check Date: 10/26/23				Check Number:	5562		
H1:TC Consultan	2.25 Hrs	17.0000	38.25	01-125.00	Training		
FI:Employee's FICA			2.37	01-001.12	FICA/MEDI Payable		
FE:Employer's FICA			2.37	01-111.05	FICA/MEDI Employer		
MI:Employee's MEDI			0.55	01-001.12	FICA/MEDI Payable		
ME:Employer's MEDI			0.55	01-111.05	FICA/MEDI Employer		
Total	Hrs: 2.25	Gross: 38.25	Net: 35.33				
BUSWEV	BUSWELL, VICKIE L.	01936		10/21/23			
Check Date: 10/26/23				Check Number:	5563		
G1:Town Clerk			1006.92	01-110.00	Salary Clerk		
SW:VT State			9.52	01-001.14	SWT Payable		
FI:Employee's FICA			62.43	01-001.12	FICA/MEDI Payable		
FE:Employer's FICA			62.43	01-111.05	FICA/MEDI Employer		
MI:Employee's MEDI			14.60	01-001.12	FICA/MEDI Payable		
ME:Employer's MEDI			14.60	01-111.05	FICA/MEDI Employer		
Total	Gross: 1006.92	Net: 920.37					
CARBONE	CARBONE, ANDREA M.	01933		10/21/23			
Check Date: 10/26/23				Check Number:	5564		
G1:SELECTBOARD			200.00	01-111.07	Clerk of the Board wages		
H1:OFFICE ASSIS	9.50 Hrs	25.0000	237.50	01-110.05	Office Assistant		
R3:Office suppl			21.99	01-114.00	Supplies\Postage		
SW:VT State			8.35	01-001.14	SWT Payable		
FI:Employee's FICA			27.13	01-001.12	FICA/MEDI Payable		
FE:Employer's FICA			27.13	01-111.05	FICA/MEDI Employer		
MI:Employee's MEDI			6.34	01-001.12	FICA/MEDI Payable		
ME:Employer's MEDI			6.34	01-111.05	FICA/MEDI Employer		
Total	Hrs: 9.50	Gross: 437.50	Reim: 21.99	Net: 417.67			
DANGEM	D'ANGELO, MARIE S.	01934		10/21/23			
Check Date: 10/26/23				Check Number:	5565		
H1:Treasurer	1.50 Hrs	25.0000	37.50	01-112.00	Salary Treasurer		
R1:Mileage			32.10	01-113.00	Officers Expenses/Mileage		
FI:Employee's FICA			2.33	01-001.12	FICA/MEDI Payable		
FE:Employer's FICA			2.33	01-111.05	FICA/MEDI Employer		
MI:Employee's MEDI			0.54	01-001.12	FICA/MEDI Payable		
ME:Employer's MEDI			0.54	01-111.05	FICA/MEDI Employer		
Total	Hrs: 1.50	Gross: 37.50	Reim: 32.10	Net: 66.73			
LABRMA	LABRECQUE, MARY E.	01935		10/21/23			
Check Date: 10/26/23				Check Number:	5566		
G1:Delinquent t			37.42	01-107.00	Del Tax Commissions		
H2:Lister wages	10.50 Hrs	17.0000	178.50	04-111.02	Board of Lister Wages		
FI:Employee's FICA			13.39	01-001.12	FICA/MEDI Payable		
FE:Employer's FICA			13.39	01-111.05	FICA/MEDI Employer		
MI:Employee's MEDI			3.13	01-001.12	FICA/MEDI Payable		
ME:Employer's MEDI			3.13	01-111.05	FICA/MEDI Employer		
Total	Hrs: 10.50	Gross: 215.92	Net: 199.40				

10/26/23

Town of Isle La Motte Payroll

11:03 am

Posting Register Report

Clerk

Printed Checks Pay 10/26/23-10/26/23 All Employees By Employee

Report totals		Hours Used
Gross income	1,736.09	
Reimbursement 1	32.10	
Reimbursement 3	21.99	
Federal withheld	0.00	
FICA withheld	107.65	
MEDI withheld	25.16	
State withheld	17.87	
State disab.	0.00	
Local taxes	0.00	
Employer FICA	107.65	
Employer MEDI	25.16	
Employer SUTA	0.00	
Employer FUTA	0.00	

Net income	1,639.50	(5 checks 0 e-checks.)
	=====	
Total hours	23.75	
	=====	

10/26/23
12:49 pm

Town of Isle La Motte Accounts Payable
Check Warrant Report # Current Prior Next FY Invoices
All Manual\Direct Pays For Check Acct 01(General Fund) 10/27/23 To 10/27/23

Page 1
Clerk

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
IRS	INTERNAL REVENUE SERVICE	PR-10/26/23 Payroll Transfer	265.62	0.00	265.62 E	10005	10/27/23
VTTAXES	VERMONT DEPARTMENT OF TAXES	PR-10/05/23 Payroll Transfer	117.57	0.00	117.57 E	10006	10/27/23
VTTAXES	VERMONT DEPARTMENT OF TAXES	PR-10/11/23 Payroll Transfer	37.19	0.00	37.19 E	10006	10/27/23
VTTAXES	VERMONT DEPARTMENT OF TAXES	PR-10/26/23 Payroll Transfer	17.87	0.00	17.87 E	10006	10/27/23

					Check Total	172.63	

Report Total			438.25	0.00	438.25		
					=====		

Selectboard

To the Treasurer of Town of Isle La Motte, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *****438.25
Let this be your order for the payments of these amounts.

Cary Sandvig

Mary Catherine Graziano

Rustam Spaulding

10/26/23
03:42 pm

Town of Isle La Motte Accounts Payable
Check Warrant Report # Current Prior Next FY Invoices
For checks For Check Acct 01(General Fund) 10/26/23 To 10/26/23

Page 1
Clerk

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
APEX	APEX	324803 Apex software	235.00	0.00	235.00	5567	10/26/23
CONSCOMM	CONSOLIDATED COMMUNICATIONS	11172023 Phone	74.55	0.00	74.55	5568	10/26/23
FIRSTB	FIRST BANKCARD	11036182 Zoom + Late fee + postag	109.22	0.00	109.22	5569	10/26/23
FIRSTB	FIRST BANKCARD	11039413 zoom + bank charges	94.72	0.00	94.72	5569	10/26/23

					Check Total	203.94	
IMPACT	IMPACT FIRE SERVICES LLC	25024594 Bldg insp	553.00	0.00	553.00	5570	10/26/23
ISLANDER	THE ISLANDER	7982 advertising	1661.00	0.00	1661.00	5571	10/26/23
ROWLEY	ROWLEY FUELS INC	501544 fuel	2449.85	0.00	2449.85	5572	10/26/23
STIT	STITZEL, PAGE & FLETCHER, PC	77715	2385.96	0.00	2385.96	5573	10/26/23
SYMQ	SYMQUEST	512168451 Copier	258.71	0.00	258.71	5574	10/26/23
TUTTLE	TUTTLE TRUCKING CO	20231002 trash removal	47.50	0.00	47.50	5575	10/26/23
YARATZ	JOHN YARATZ EXCAVATION LLC	195890 Repair	270.00	0.00	270.00	5576	10/26/23
YARATZ	JOHN YARATZ EXCAVATION LLC	195891 pot holes	375.00	0.00	375.00	5576	10/26/23
YARATZ	JOHN YARATZ EXCAVATION LLC	195892 mowing	4750.00	0.00	4750.00	5576	10/26/23
YARATZ	JOHN YARATZ EXCAVATION LLC	195893 November Contract	30000.00	0.00	30000.00	5576	10/26/23

					Check Total	35395.00	
IRS	INTERNAL REVENUE SERVICE	CP161 NOTICE Penalty, late filing	383.27	0.00	383.27	5577	10/26/23

10/26/2023

03:42 pm

Town of Isle La Motte Accounts Payable
 Check Warrant Report # Current Prior Next FY Invoices
 For checks For Check Acct 01(General Fund) 10/26/23 To 10/26/23

Clerk

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			43,647.78	0.00	43,647.78		

Selectboard

To the Treasurer of Town of Isle La Motte, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ****43,647.78
 Let this be your order for the payments of these amounts.

 Cary Sandvig

 Mary Catherine Graziano

 Rustam Spaulding

Town of Isle La Motte

Policy on Private Property & Hunting on Isle La Motte's Town-Owned Lands

- 1) No private property may be left overnight on any Isle La Motte Town Land (Town Lands)
- 2) Firearms are not permitted in Isle La Motte's Recreation Park (Veteran's Park) as per ordinance
- 3) Permanent tree stands and ground blinds are prohibited on any Town Lands
- 4) Temporary tree stands and ground blinds are permitted on any Town Lands under the following conditions:
 - a) Tree stands and ground blinds may be erected and used without written permission from the Town during the time period from the third Sunday in August through the third Saturday in December annually, May 1 through May 31, all dates inclusive, or during any Youth Hunting Day or Weekend.
 - b) Tree stands and ground blinds may be erected and used at other times of the year with advance notice to, and written permission from the Town of Isle La Motte (Town).
 - c) Tree stands and ground blinds used on Town Lands must be constructed and erected in such a way that:
 - i) No damage is done to any living tree in erecting, maintaining, using, or accessing the stand or blind except that:
 - (1) Dead limbs, trees or shrubs may be removed as needed to erect and use the stand or blind, and;
 - (2) No live limbs, trees or shrubs may be cut for any purpose except those one inch or less in diameter at either ground level or from the main stem or branch of the tree where the stand or blind is located as appropriate (for guidance, a U.S. quarter is .9 inch in diameter), and;
 - (3) No nails, bolts, screws (including access steps), wire, chain or other material that penetrates through the bark and into the wood of live trees shall be used in erecting any stand or blind.
 - d) All tree stands or ground blinds used on Town Lands must be clearly and legibly marked with the owner's name and address. Marking shall be legible and placed in a manner that enables a person to conveniently and easily read it.

Any private property, including tree stands and ground blinds, that do not conform to this regulation are prohibited and may be confiscated and/or destroyed by the Town. Building, erecting, maintaining, using or occupying a non-conforming tree stand or ground blind is prohibited. Construction of any tree stand or ground blind does not confer exclusive use of its location to the person who built it. Any person may use that location for purposes consistent with this rule. Violation of this rule may result in revocation of private property owner's permission to hunt on Town Lands.

Isle La Motte Selectboard:



Mary Catherine Graziano (Chair)

11/1/23
Date



Cary Sandvig

11/1/2023
Date



75 Fairfield Street • St. Albans, VT 05478 • (802) 524-5958 • Fax (802) 527-2948

October 30, 2023

**AGREEMENT FOR MUNICIPAL ASSISTANCE TO SUPPORT THE SFY24 MUNICIPAL
ROADS GRANTS-IN-AID CONSTRUCTION PROJECT**

We, the Legislative Body of the Municipality of Isle La Motte
agree to pay the Northwest Regional Planning Commission a fee of \$1,000 upon invoicing
for the following services in support of the SFY24 Municipal Roads Grant-In-Aid
construction project funded by the Vermont Agency of Transportation:

- Reviewing existing municipal road erosion inventory maps and data to identify eligible projects.
- Holding pre-construction meeting(s) with the municipal staff to select project location(s), segment start and end points, and identify specific Best Management Practices (BMPs) for each project segment.
- Preparing the Pre-Construction Site Summary Form for municipality prior to the start of work to submit to VTrans in order to receive Construction Authorization.
- Assisting with documenting project completion and required reporting in the [Reporter for the Municipal Roads General Permit](#).
- Assisting with preparing and/or reviewing invoicing materials, if needed.

Signed:

Date:

11/1/23


(Duly Authorized Municipal Representative(s))

Return this form via email to myandow@nrpcvt.com . Forms received by December 15, 2023
will get priority in our work schedule.

FOR PUBLIC DISTRIBUTION:



SFY2025 Vermont Better Roads Grant Program

October 19, 2023

The Vermont Agency of Transportation is pleased to announce the 27th year of funding to support projects on municipal roads that improve water quality and result in maintenance cost savings. The grant funds are provided by the VT Agency of Transportation with partnership through the Vermont Agency of Natural Resources. The Vermont Better Roads Program promotes the use of erosion control and maintenance techniques that save money while protecting and enhancing water quality around the State.

Please note that the application scoring of the Better Roads Program is intended to be in line with the State's Clean Water Act (Act 64), as well as the Municipal Roads General Permit (MRGP). In an effort to prioritize funding for projects that are providing significant water quality improvements, applicants must indicate whether or not the projects that they intend to construct will be in full compliance with the MRGP. Please see application and scoring sheet for more information. If you have questions, please feel free to contact Better Roads staff.

Applications for funding will be accepted until December 20th, 2023.

For the most up-to-date information or to download a copy of the application please visit our website at: <http://vtrans.vermont.gov/highway/better-roads>

For Project and Program Technical Information please contact:

Alan May
(802)828-4585 or via email alan.may@vermont.gov

For Funding or General Program Questions, please contact:

Ross Gouin
(802)595-2381 or via email: ross.gouin@vermont.gov



FY2025 Vermont Better Roads Grant Program

Due by Wednesday December 20th, 2023

The Vermont Agency of Transportation is pleased to announce the 27th year of funding to support projects on municipal roads that improve water quality and result in maintenance cost savings. The grant funds are provided by the VT Agency of Transportation with partnership through the Vermont Agency of Natural Resources. The Vermont Better Roads Program promotes the use of erosion control and maintenance techniques that save money while protecting and enhancing water quality around the State.

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Better Roads funding may not be used as match for other state or federally funded programs.

This application may be downloaded at the following address:

<http://vtrans.vermont.gov/highway/better-roads>



FY2025 Better Roads Grant Categories



A. Road Erosion Inventory and/or BMP Implementation Planning

Category A applications are not currently being solicited for FY2025, but we anticipate updates on this soon.

VTrans is working on funding for this grant category along with other program details. We anticipate soliciting applications for Road Erosion Inventories / BMP Implementation planning, in advance of the 2024 field construction season. We will post an update as a stand-alone solicitation as soon as possible once funding is appropriated.

Categories B, C, and D – Current Solicitation

Projects may be enhancements of a scheduled project that provide additional erosion control benefits, such as ditch stabilization in conjunction with a culvert replacement, or may be a stand-alone erosion control solution. Project selection will be prioritized based on the selection criteria attached to this application.

B. Correction of a Road Related Erosion Problem and/or Stormwater Mitigation/Retrofit for both gravel and paved roads (Maximum Grant Amount \$20,000)

Example projects:

- ◆ Stone or grass lined ditches
- ◆ Check dams, splash pools or other energy dissipaters
- ◆ Road-side rain gardens
- ◆ Small Culverts (<36")
- ◆ Infiltration Practices
- ◆ Level spreader
- ◆ Stormwater infrastructure installation, rehab or replacement
- ◆ Catch basin outlet stabilization

C. Correction of a Stream Bank, Lake shore or Slope Related Problem (Maximum Grant Amount \$40,000)

Example projects:

- ◆ Stream bank stabilization
- ◆ Slope stabilization, retaining walls
- ◆ Lake shore stabilization

D. Structure/culvert installation or replacement for culverts equal to or larger than 36" (Maximum Grant Amount \$60,000)

Structures or culverts funded in this category must meet size requirements from a hydraulic study or from consultation with an Agency of Natural Resources River Management Engineer (for in-stream culverts). Additional erosion control work may be considered eligible as part of a project in this category but must be within a continuous work area of the 36" or larger culvert.



Example projects

- ◆ Box culvert or bridge
- ◆ Bottomless arch, round culvert or squash pipe larger than 36" in width
- ◆ Projects may also include other erosion control practices needed.

All work should be completed in accordance with specifications contained in the *Vermont Better Roads Manual* (<https://vtrans.vermont.gov/sites/aot/files/highway/documents/ltf/Better%20Roads%20Manual%20Final%202019.pdf>), or other applicable manual(s).

All awards will be subject to the terms and conditions set forth in our standard VTrans grant agreements including:

- Attachment C –Standard State Provisions for Contracts and Grants (12/15/2017) (link: [Forms | Buildings and General Services \(vermont.gov\)](#))
- Attachment D – Other Provisions
- Attachment E - DOT Standard Title VI Assurances and Non-Discrimination Provisions (DOT 1050.2A) - Assurance Appendix A and Assurance Appendix E

Please refer to our website at the following link for State and Federal requirements that will be included as part of these agreements. <https://vtrans.vermont.gov/highway/better-roads>

Supporting Documentation will enhance your application. You may acquire supporting documentation from an Agency of Natural Resources (ANR) River Management Engineer, ANR Lakes and Ponds Section staff, ANR Watershed Basin Planner, VTrans District Technical Staff, or Regional Planning Commission staff. **See page 15 for contact information.**

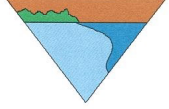
Permits – Towns are responsible for ensuring compliance with all applicable permits for their projects. If you have questions regarding what type of permit you might need or who to contact for a permit, please call one of the individuals on the contact list for assistance.

Applications must be received on or before Wednesday, December 20th, 2023.

Please send completed applications to:
Email: BetterRoads@vermont.gov
Phone: (802) 828-4585 (802) 595-2381

Emailed applications are required

The deadline to complete work for Categories B/C/D projects is September 30th, 2025. The deadline to submit final reports and invoices for these Category B,C,D grants will be December 30th, 2025.



The grant should represent a maximum of 80% of total project cost. A minimum 20% local match is required and can be met through cash expenditures as well as services such as staff and use of equipment (not funded by state or federal dollars). Final payment of grant award will be made upon submission and approval of invoices.

Municipalities may apply for more than one grant but are only eligible for the maximum grant amount of each category. For instance, a municipality could apply for two small Category B grants if the total of both grants is under the \$20,000 maximum award. Additionally, a municipality could apply for both a Category B and a Category D project, etc.

Examples of how to calculate the required 20% match/requested grant amount:

Total Eligible Project Cost:

Category B- \$25,000 Categories C- \$50,000 Category D- \$75,000

Maximum Grant Award:

Category B- \$20,000 Categories C- \$40,000 Category D- \$60,000

Formula:

If Total Project Cost is **more** than the **Total Eligible Project Cost**, then

$$\text{Match} = \text{Total Project Cost} - \text{Maximum Grant Award}$$

If Total Project Cost is **less** than or equal to the **Total Eligible Project Cost**, then

$$\text{Match} = \text{Total Project Cost} \times 0.2$$



Vermont Better Roads Grant Program



Cover Sheet

Please complete this page ONCE and return with your Grant Category Application(s)

Town/Organization: _____

Primary Contact Person (Responsible for Signing Grant Agreement): _____

Title: _____

Address: _____
Street Address *Town* *Zip*

Primary Contact Person Email: _____ Phone: () _____ - _____

SAM unique ID #: _____ Fiscal Year End Month (MM): _____

Town Clerk / Admin email: _____

Road Foreman Name: _____ Road Foreman Email: _____



Vermont Better Roads Grant Program



CATEGORY B/C/D

Please complete one application per project you are applying for.

Please check the Category you are applying for:

- B. Correction of a Road Related Erosion Problem and/or Stormwater Mitigation
- C. Correction of a Stream Bank, Lake Shore or Slope Related Problem
- D. Structure/culvert 36" diameter or greater

Municipality: _____

Road Name: _____ TH #: _____ Structure # (if applicable):

Road Type: Paved or Unpaved (select one) Road Class: 1 2 3 4 (select one)

Please provide a thorough description of the erosion/water quality problem (ex. Roadway has steep slope with no ditch which is causing severe roadway erosion, which outlets into the Lamoille River):

Has the town completed an MRGP compliant road erosion inventory?

- Yes No In progress

Project Length (linear feet along roadway): _____ ft.

Number of structures/culverts replaced/repaired: _____

Average slope of roadway: 0-5% 5-10% >10%

Provide a VERY detailed map of project location showing start and end point Included

Provide a sketch of project location showing distances and project details: Included



Vermont Better Roads Grant Program



***In order to “Fully Meet” the standards the road segment must have proper crown, removal of shoulder berms, proper ditching, proper conveyance and no erosion present at culvert inlets and outlets.**

Environmental Concerns:

All projects require a review of potential impacts by our environmental team. To expedite the review process, please check the boxes below that describe existing structures/conditions to be replaced/maintained (if any) and the project description that applies (if any).

Existing Structures:	
<input type="checkbox"/> Steel/Plastic Culvert	<input type="checkbox"/> Concrete Box Culvert
<input type="checkbox"/> Stone Culvert – Take pictures	<input type="checkbox"/> Concrete Bridge
<input type="checkbox"/> Ditch	<input type="checkbox"/> Rolled Beam/Plate Girder Bridge
<input type="checkbox"/> Foundation remains, mill ruins, stone walls, other – Take pictures	<input type="checkbox"/> Stone abutments or piers – Take pictures
<input type="checkbox"/> Buildings within 300 feet of work - Take pictures	
Project Description:	
<input type="checkbox"/> New ditches will be established	<input type="checkbox"/> All work will be completed from the existing road or shoulder
<input type="checkbox"/> Reestablishing existing ditches only	<input type="checkbox"/> There will be excavation within 300 feet of a river or stream – Take pictures
<input type="checkbox"/> The structure is being replaced on existing location/alignment	<input type="checkbox"/> Road reclaiming, reconstruction, or widening
<input type="checkbox"/> Excavation within a floodplain – Take pictures	<input type="checkbox"/> Temporary off-road access is required
<input type="checkbox"/> Tree cutting/clearing – Take pictures	<input type="checkbox"/> The roadway will be realigned

Please describe the project and how it will create a positive water quality benefit (ex. Reshape 500’ of ditch and line with 12 inch minus stone, to prevent sediment from entering the Lamoille River at the bottom of the hill):

Please list any professionals or partners that assisted with planning this project (ANR River Management Engineer, Army Corps of Engineers, VTrans staff, Basin Planner, RPC staff, etc.):

Is the project located in the town “Right of Way?” (select one) Yes No Both



Vermont Better Roads Grant Program



Please be aware, Municipalities are required to have an Agreement for Entry & Liability Release for any impacted properties (prior to the start of construction.)

Budget:

Please attach a project budget and confirm below that is attached:

Project budget IS attached

Are you applying to other grant programs to help fund this project? If so, what programs? Please note that Better Roads requires a 20% local match and Better Roads funding may not be used as match for other state or federally funded programs.

Requested Grant Amount:	\$ _____.
+	
Local Match:	\$ _____.
=	
Total Project Cost:	\$ _____.

Requested Grant Amount Max:
 \$20,000 Category B
 \$40,000 Category C
 \$60,000 Category D

See page 6 for more information on calculating match

Estimated Completion Date: _____

REQUIRED ATTACHMENTS:

Please use the documentation checklist below to ensure that all of the relevant items regarding your application have been included. **It is preferred that your application is a single PDF file.**

- Grant application cover sheet
- Grant application form, including chart with RSID and MRGP compliance before and after project completion
- Itemized Cost estimate for labor, equipment, and materials (see enclosed Cost Estimate Worksheet). If applicable, please break down funding by source (i.e. different grant sources).
- Detailed Project Location Map
- Sketch of proposed project and erosion control measures or other management practices, including distances in feet
 - Also show approximate location of town/other right-of-way and/or property lines and limits of work
- Photos must be color and clear to see.**
 - Please make sure there are enough photos to get a good idea of the project area**
- Other appropriate supporting documents.



Vermont Better Roads Grant Program



By signing this application, I certify that all the information provided is accurate to the best of my knowledge. We will comply with all the requirements of the grant including making our books available for audit if required.

SIGNATURE OF APPLICANT:

Name: _____ Title: _____

MUST BE TOWN ADMINISTRATOR/MANAGER OR SELECT BOARD CHAIR

Vermont Better Roads Category B/C/D Grant Proposal Scoring Criteria

All applications will be scored on a sliding scale elected by the Better Roads Grant Selection Committee. Road BMP upgrades are considered the highest priority for grant funding when road segments are “hydrologically-connected,” currently “not meeting” MRGP standards, and road slopes are greater than 10%

1. Is the project using Best Management Practices (BMPs) that are proven and likely to maximize long term success, such as practices contained within the new VTrans Better Roads Manual and/or VT DEC MRGP Standards?? [maximum 20 points]

- The proposed project utilizes appropriate BMPs and has maximized the likelihood of long-term success (16-20 points)
- The proposed project utilizes some appropriate BMPs but more could be done to increase the likelihood of success (11-15 points)
- The proposed project does not utilize appropriate BMPs, or it is unclear whether the BMPs will be used appropriately and the likelihood of success is uncertain (0-10 points)

2. What are the expected Water Quality Benefits within the watershed? [maximum 25 points]

- Project will lead to significant improvements to water quality (21-25 points)
- Project will lead to moderate improvements to water quality (16-20 points)
- Project will lead to small improvements to water quality (1-15 points)
- Project will lead to no obvious improvements to water quality (0 points)

3. Is the project in or does stormwater runoff from the project area drain into a hydrologically connected segment? [maximum 20 points]

- Yes; the entire project is in connected segment(s) (20 points)
- Partially; part(s) of the project are in connected segments (5-19 points)
- No; this project is not in a connected segment (0-5 points)

4. Will the project result in full compliance of one or more segments in accordance with the Municipal Roads General Permit (MRGP)? [maximum 25 points]

- All segments within the project will be in full compliance (25 points)
- One or more segments will be in full compliance, with all other segments in partial compliance (11 – 24 points)
- One or more segments will be a minimum of partial compliance (1- 10 points)
- Project does not meet compliance or not applicable (does not have hydrologically connected segments) (0 points)



Vermont Better Roads Grant Program



5. Is the project cost effective? [maximum 10 points]

- The cost of the project is low and the expected benefits are high (8-10 points)
- The cost of the project is average and the expected benefits are average (5-7 points)
- The cost of the project is high and the expected benefits are low (0-4 points)



Vermont Better Roads Grant Program



Cost Estimate Worksheet

Town and Road Name:

Project Name:

Labor	Rate	# Hours	Total (Rate x Hours)

Labor Total

Equipment	Rate	# Hours	Total (Rate x Hours)

Equipment Total

Materials	Rate	Amount	Total (Rate x Amount)

Materials Total

Miscellaneous	Rate	Amount	Total (Rate x Hours)

Miscellaneous Total

Grand Total _____

Match _____



Vermont Better Roads Grant Program



Questions and Technical Assistance

For questions regarding this application, general program related questions or for technical assistance please contact Alan May (802) 828-4585.

For questions related to projects affecting rivers and streams please contact the Agency of Natural Resources, River Management Engineers:

- Chris Brunelle, Northwest VT (802) 777-5328 or Chris.brunelle@vermont.gov
- Scott Jensen, Southeast VT (802) 490-6962 or Scott.jensen@vermont.gov
- Jaron Borg, Central VT & Northeast (802) 371-8342 or Jaron.borg@vermont.gov
- Josh Carvajal, Southwest VT (802)490-6163 or Joshua.carvajal@vermont.gov

For questions related to the Municipal Roads General Permit, please contact Evelyn Boardman, Municipal Roads Program Coordinator. (802) 636-7396 or Evelyn.boardman@vermont.gov

Project Completion Requirements

Categories B, C, and D

1. Submit a Municipal Invoicing Spreadsheet (available on the Better Roads website): <http://vtrans.vermont.gov/highway/better-roads>.
2. Four color photos of, during (2 photos) and after (2 photos) the project.
3. Copies of invoices/receipts and time sheets to document expenses and local match.



Vermont Better Roads Grant Program



River Management Engineer Support Letter

I am providing this letter of support to the Town/City/Village of _____ for their Better Roads grant application on _____, which will have an impact on _____
Mile Marker, Road Name/TH Number

Name of River/Stream

Stream Alteration Permit Required for this project: Yes No

Upon review of the site, I have determined that the proposed project is eligible for a Stream Alteration Permit. Additionally, if this project is constructed according to the recommendations described below (see Comments), the following stream equilibrium and connectivity benefits will be achieved:

- Restores or enhances floodplain/access to floodplain
- Restores or enhances natural channel dimensions
- Establishes tree/shrub buffer
- Restores habitat (including aquatic organism passage)
- No additional benefits
- Further restricts or impacts the stream

Thank you for your consideration,

Signature

Comments:

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/CS	- complete
2	Obtain any facilities manuals/instructions/documents (ex: HVAC, security, etc)	CS	- complete
3	Ask CIUUSD facilities team for contracts and services regularly provided to the school & contact information of same	CS	- complete
4	Transfer contracts to Town for remainder of year	MCG/CS	- in progress
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	- complete
7	Re-key building	Town Clerk	- bids in progress
8	Re-code security system	CS	- to be completed 11/6
9	Change combination of vaults?	Town Clerk	- complete
10	Begin planning reorganization of office space to optimize use while also allowing for other community uses of the building.	Public Discussion	- Town Planning/ARPA
11	Fire Alarm System repair (constantly in a status of error)	CS	- walkthrough complete, work pending; locate manuals
12	Pull together long-term replacement/capital plan for maintenance of the building	Public Discussion	- pending
13	Food Shelf idea?	-	- future project
14	Relocate generator from R. Spaulding storage to Town Office	CC	- complete
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