

Regular Selectboard Meeting
7 February 2024
6:00 PM
Town Office at Isle La Motte School and via Zoom

In Attendance: Mary-Catherine Graziano, Cary Sandvig, Joe Deller, Debra Langlois, Sylvia Jensen, Vickie Buswell, Michael Frett (*The Islander*), Erin Gilligan (via Zoom), Pat Treckman (via Zoom), Marie D'Angelo (via Zoom), Jason Wright (via Zoom), Catherine Dimitruk (NRPC, via Zoom), Andrea Carbone, and others via Zoom who did not provide full names or sign the attendee list

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.
3. **Animal Control**
 - *New Road Update* - The Sheriff had been contacted and has visited the home, and recommended that the Town's Health Officer follow up on the rat situation. It was noted that the owner may be responsible for curing the instance of rats at their neighbors' homes. No further action is to be taken by the Selectboard at this time.
 - *Main Street Vicious Dog Update* - Requests for copies of the paperwork have gone unanswered, now well past the date of resolution. Chair Graziano will make arrangements to stop by the home for copies of the paperwork from the behaviorist.
4. **Administration**
 - *Town Clerk - monthly update* - Vickie Buswell advised that she has been focused on the upcoming elections, attending training sessions online and in person. The ballot proof for the Town election has been approved and is being printed, and warnings have been posted for the Presidential Primary. Ms. Buswell announced that all members of the Board of Civil Authority (BCA) will be present at a meeting on Monday, February 12 to ratify the decision to not mass mail absentee ballots to all voters.
 - *ARPA Committee - continuing discussion of funding recommendation and records digitization progress* - Chair Graziano began the discussion expressing appreciation for the work of the American Rescue Plan Act (ARPA) Committee which was presented at the regular meeting on January 17. A review of the duties and functions of the Committee was held, a copy of which will be attached as an exhibit to the minutes. It was determined that a number of the tasks were completed, but that it is unclear as to solicitation and selection of suggestions whether the only source of information was the Town Survey and if any proposals were generated and reviewed by the group. Chair Graziano stated that she did not want to discount the effort and energy expended by the Committee, but that she does not feel the Board was presented with what was requested. The ARPA Committee considers their work complete, but the Selectboard would like to see the community engaged in a discussion of practical projects that have a high likelihood of being developed; as such, was discussed to create a smaller committee that will be subject to stronger regulation by the Selectboard. The Selectboard will revise the ARPA Committee's overview and solicit volunteers, including former members if they are interested, in an effort to bring additional projects to the forefront while building off the initial recommendations of the first Committee. Chair Graziano reviewed the timeline, stating that funds must be obligated by year end 2024 and expensed in late 2026. The revised overview will be discussed at the next regular meeting at which time the size of the second Committee will be determined. A discussion of digitization of records will be postponed until a future meeting.
 - *Approve Selectboard Regular and Budget Meeting Minutes from past meetings*
 - 17 January 2024 - A motion to approve the Regular Meeting meetings was made by Cary Sandvig, seconded by Joe Deller, all in favor.
 - 24 January 2024 - A motion to approve the Budget Meeting meetings was made by Cary Sandvig, seconded by Joe Deller, all in favor.
 - 1 February 2024 - A motion to approve the Budget Meeting meetings was made by Cary Sandvig, seconded by Joe Deller, all in favor.
 - At this time it was announced that the Selectboard would hold a special meeting on Monday, February 12 immediately following the aforementioned 6:00 PM BCA meeting to officially vote on the mailing of ballots, which is a Selectboard responsibility to determine.
 - *Warrants for payroll & payables* - A copy of the warrant will be included as an exhibit to the minutes.

- 7 February 2024 - Accounts Payable for \$40,984.96; motion to approve was made by Cary Sandvig, seconded by Joe Deller, all in favor. Expenditures included snow removal expense for the general Town roads, as well as roads not serviced by John Yartz due to lack of a turnaround radius, road salt, and the monthly Grand Isle Sheriff expense.
- The contract status for Beaulac Excavating, LLC will be determined; they are the company that services snow removal at the smaller roads. The Board Chair approved the release of their February payment, but would like to review if a multi-year contract is in place.
- *Community Healing Project* - Mary-Catherine Graziano announced that she continues to discuss with experts the possibility of a formal healing event. At this time, Sylvia Jensen announced that there would be a community dinner and vintage video gaming event on February 10 from 5:00 PM - 7:00 PM, hoping that it would be the first event to generate more unity and kindness in the community. Ms. Graziano thanked the Isle La Motte Community Organization (ILMCO) for the planning of the event and that it is a good start, but noted that deeper healing will need to be considered.
- *Roadside Tree Trimming - wood chips availability* - Chips to be used as mulch are available by contacting the company providing the roadside tree trimming. Contact information for the free mulch will be made available on the Town's website on the page "Free Resources, Rebates, Grants, and Incentive Programs".
- *Purchasing Policy* - The Selectboard reviewed the policy that had been discussed last year, moving forward the policy that had been on hold pending the appointment of a third member. Chair Graziano advised new Selectboard member Deller that the document is a Vermont League of Cities & Towns (VLCT) template that has been modified for Isle La Motte; there is currently no policy in place. The Board made updates to the list of approved purchasers, discussed spending limits and regulations, and discussed the method by which contractor bids will be reviewed to ensure submissions are complete. Changes will be made to the document and reviewed at the next regular meeting. **A copy of the draft policy will be included as an exhibit to the minutes.**

5. Contracts/Grants/Bids

- *Listers - 2024-2025 Tax Mapping Contract* - The Selectboard reviewed the contract for tax mapping services, with Cary Sandvig motioning to approve the paperwork, seconded by Joe Deller, all in favor. **A copy of the contract will be attached as an exhibit to the minutes.**
- *Grant Award - complete assessments to be conducted of Town-owned buildings, review/approve statement of work* - Catherine Dimitruk from the Northwest Regional Planning Commission (NRPC) was present via Zoom to answer any questions regarding the \$65,000 grant Isle La Motte has received to assess the Town Office and Old Town Hall. There is no match for the grant, and NRPC will work with the assessing team and handle procuring a grant for construction if and when the project develops. **A motion to approve the scope of work, which was reviewed and will be included as an exhibit to the minutes,** was made by Cary Sandvig, seconded by Joe Deller, all in favor.
- *Town Office Maintenance* - A review of the potential contractor's insurance coverage was discussed, and as insurance is not held, a part-time employment position may be considered. This discussion will continue at the next regular Selectboard meeting.

6. Roadways

- *Annual Highway Statement* - A review of the annual document that is filed with the Agency of Transport revealed no year over year changes. The board approved the document by motion of Cary Sandvig, seconded by Joe Deller, all in favor. The Town Clerk will sign the document and file, as necessary. **A copy of the statement will be attached as an exhibit to the minutes.**
- *Current status report* - At this time there are no updates to share due to the weather's impact on repairs.
- *Road Issues Submissions - review and prioritize* - Chair Graziano will speak with John Yartz to discuss selective repair of road complaints as the weather permits work to be completed.
- *North Seawall* - NRPC continues to work towards securing a structural engineer to provide a scoping study for the seawall, but has suggested to fill the wall with gravel until the study is conducted. Mary-Catherine Graziano will speak with John Yartz regarding this work.
- *Town Highway Structure and Class 2 Grants* - Chair Graziano will contact the NRPC to discuss if Isle La Motte is eligible for any portion of this grant. Ms. Graziano stated that she would like to see additional work scoped at the road near Turner Farm, which has already been earmarked for funds to address conditions from a Better Roads Grant.

7. Town Meeting Preparation

- *Town Report Mailing* - The Selectboard will prepare the reports for mailing on Saturday, February 17, 2024. Costs for mailing the report will be determined in advance and reviewed.
- *Town Report - addendum review* - The Selectboard reviewed the addendum and approved it for publishing on the website following the mailing of the Town Reports.
- *Town Meeting - discuss meeting day and responsibilities* - The meeting will be moderated by Rusty Spaulding, and it is expected there will be a significant number of questions about the budget which will be answered by the Selectboard. Marie D'Angelo will be present at the meeting as Nominal Treasurer.
- *Town Meeting - confirm community room setup* - The meeting will be held in the multi-purpose room, set to the north with theater seating and dining tables closer to the kitchen for casual seating and lunch. It was noted that the Moderator will request that people approach the podium with questions to improve the experience for everyone present and joining via Zoom.

8. Other Business: There was no additional business to discuss at the meeting.

9. Adjourn: The meeting was adjourned at 7:57 PM, motioned by Cary Sandvig, seconded by Joe Deller, all in favor.

Respectfully submitted on 12 February 2024 -
Andrea Carbone

Mary-Catherine Graziano

Cary Sandvig

Joe Deller

Town of Isle La Motte
ARPA Advisory Committee

ARPA Advisory Committee Overview

NAME: This body shall be known as the Town of Isle La Motte American Rescue Plan Act (ARPA) Advisory Committee, herein after known as the “ARPA Committee.”

PURPOSE: The purpose of the ARPA Committee shall be to determine appropriate uses for the Town of Isle La Motte’s ARPA award and make a prioritized list of recommendations to the Town of Isle La Motte Selectboard for spending. Final decision on spending will be made by the Isle La Motte Selectboard.

DURATION: The ARPA Committee shall exist upon formation by the Town of Isle La Motte Selectboard in a duly warned meeting until the obligation of all ARPA funds or December 31, 2024, whichever comes first.

DUTIES AND FUNCTIONS: *(this is a menu of items from which the Committee may pick or abandon all and create your own; none are mandatory)* The duties and functions of the ARPA Committee shall include, but not be limited to:

1. Keep apprised of:
 - The ARPA award Terms and Conditions (Exhibit 1) and Assurances of Compliance with Civil Rights Requirements (Exhibit 2)
 - Current eligible uses and Treasury’s Compliance and Reporting Guidance document (Exhibit 3)
 - Current timeline of funding for obligation and spending as well as reporting
2. Communicate and collaborate with other Town commissions and committees, as appropriate
3. Communicate and collaborate with other neighboring ARPA advisory committees, as appropriate
4. Provide public education on the municipality’s ARPA award, eligible uses, and applicable guidelines
5. Develop a plan for completing the Purpose that includes a timeline with milestones and deliverables
6. Develop a solicitation and selection process to vet requests for funding and guide the allocation of funds that will include scoring criteria, proposal and application templates, key dates (information meeting for applicants, application due date, date recommendations will be made to the Town of Isle La Motte Selectboard), a point of contact for requests, etc.
7. Communicate with municipal staff/officials regarding the proposal process and collect proposals for the Town of Isle La Motte projects

Town of Isle La Motte
ARPA Advisory Committee

8. Carrying out community engagement and stakeholder outreach to invite and collect applications from the public
9. Gather and review proposals and applications
10. Explore opportunities to leverage additional state and federal grant programs with submitted proposals and applications
11. Score applications and proposals
12. Prioritizing qualified proposals and applications to make recommendations to the Town of Isle La Motte Selectboard

MEMBERSHIP: The ARPA Committee shall have no more than seven (7) and no less than three (3) members, and all members shall be appointed by the Town of Isle La Motte Selectboard.

OFFICERS AND DUTIES: The members shall elect a Chair, a Vice Chair and Clerk for the duration of the ARPA Committee.

MEETINGS: The ARPA Committee is a Town of Isle La Motte committee and **shall comply with Open Meeting Law (OML)**. The Clerk of the Committee shall be responsible for educating, or coordinating the education, of new Committee members on OML and **ensuring that all requirements of this law are observed as it relates to the ARPA Committee**. The ARPA Committee shall decide its own meeting schedule and structure. It shall meet no less than one (1) time each fiscal quarter.

PUBLIC PARTICIPATION AND INVOLVEMENT: Public participation and involvement in the Committee's work is a high priority and the Committee is invited to support the Selectboard in presenting ideas and receiving feedback through public forums and educational sessions pertaining to ARPA awards and uses of the funding.


Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
CARBONE ANDREA CARBONE	01302024	Reimburse for Custodian	105.00	0.00	105.00	5697	02/07/24
BEAULAC BEAULAC EXCAVATING, LLC.	1714	Plowing	2700.00	0.00	2700.00	5698	02/07/24
CARGILL CARGILL INCORPORATED	290090820	salt	2936.57	0.00	2936.57	5699	02/07/24
CONSCOMM CONSOLIDATED COMMUNICATIONS	01252024	Phone	83.28	0.00	83.28	5700	02/07/24
GISD GRAND ISLE CO SHERIFF'S DEPT	FY24-33T	January bill	3295.50	0.00	3295.50	5701	02/07/24
GU GREEN UP VERMONT	GUV23	Green Up	50.00	0.00	50.00	5702	02/07/24
YARATZ JOHN YARATZ EXCAVATION LLC	4799303	March Plowing	30000.00	0.00	30000.00	5703	02/07/24
BONNKEITH KEITH BONNEVILLE	02052024	Snow removal	144.00	0.00	144.00	5704	02/07/24
ROWLEY ROWLEY FUELS INC	507868	Fuel	993.01	0.00	993.01	5705	02/07/24
SYMQ SYMQUEST	521342147	Copier	282.58	0.00	282.58	5706	02/07/24
ISLANDER THE ISLANDER	8338	Advertising	347.52	0.00	347.52	5707	02/07/24
TUTTLE TUTTLE TRUCKING CO	01312024	Trash	47.50	0.00	47.50	5708	02/07/24
Report Total			40,984.96	0.00	40,984.96		

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 \$ ****40,984.96
Let this be your order for the payments of these amounts.

Selectboard


Cary Sandvig


Mary Catherine Graziano


Joseph Beller

Purchasing Policy

Town of Isle La Motte

Adopted _____, 20____

PURPOSE. The purpose of this Purchasing Policy is to obtain the highest quality goods and services for the Town of Isle La Motte at the lowest possible price, to exercise financial control over the purchasing process, to clearly define authority for the purchasing function, to allow fair and equal opportunity among qualified suppliers, and to provide for increased public confidence in the procedures followed in public purchasing.

AFFIRMATIVE ACTION AND LOCAL PREFERENCE. Whenever possible, qualified small, minority and women-owned businesses shall be included in the solicitation lists for bids or non-bid purchases. If the purchase is federally funded in whole or in part, minority and women owned businesses must be included in the solicitation lists and all other affirmative action requirements outlined in the grant provisions must be followed. The Town may exercise a preference for local businesses for purchases funded exclusively by the Town but only if such a preference does not result in unreasonable prices or rates due to a lack of competition. For purchases funded in whole or in part with federal funding the Town may not exercise a preference for local businesses.

CODE OF CONDUCT. Employees, officers and agents of the Town who are involved in the procurement and selection of bids and purchases shall make reasonable efforts to avoid real, apparent, or potential conflicts of interest. No employee, officer or agent of the Town shall participate in selection, award, or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- the employee, officer or agent,
- any member of his or her immediate family,
- his or her partner, or
- an organization which employs, or is about to employ, any of the above, has a financial or personal interest in the firm/vendor selected for award.

An employee, officer or agent of the Town who is involved in the procurement and selection of a bid or purchase and who has a real or apparent conflict of interest must disclose that conflict of interest within the context of a duly warned Selectboard meeting that occurs before the bid selection or purchase takes place. Such disclosure must be documented in the minutes for that meeting which shall be retained as part of the official record surrounding the bid or purchase.

Officers, employees and agents of the Town will not solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub -agreements.

Officers, employees and agents who fail to follow the above Code of Conduct shall be sanctioned or

disciplined, to the extent permitted by law, for violations of the above standards.

DOCUMENTATION. Records documenting the procurement process for any Minor or Major purchases, as those terms are defined below, including the reason for the specific procurement method chosen, the basis for the award and contract pricing (showing evidence that the process was fair and equitable), as well as any other significant decisions that were part of the procurement process shall be maintained for a period of at least three years from the date of the submission to the Federal government of the final expenditure report if the purchase or project was funded with federal grants, or until the completion of any litigation, claim, negotiation, audit, or other action involving the records, whichever is longer. Otherwise, records shall be maintained by the Town in accordance with the retention and disposition schedules as set by the Vermont State Archivist.

PURCHASING AUTHORITY.

Purchasing Agents. The following employees are designated to act as Purchasing Agents for the Town:

Selectboard

Town Clerk

Town Treasurer

Assistant Town Clerk

Assistant Treasurer

Selectboard Office Assistant

Purchasing Agents are responsible for ensuring that the best possible price and quality are obtained with each purchase and Purchasing Agents shall review all proposed procurements to avoid unnecessary or duplicative purchases of equipment, supplies and services. Purchasing Agents shall also ensure that competition is not restricted with limits on the geographic location of vendors, with unreasonable requirements or qualifications placed on vendors, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.

Incidental Purchases. Employees who have been designated to act as Purchasing Agents may make purchases of up to \$500 without prior approval, provided those purchases are a line item in the budget and limited to the amount of the budget line item authorized by the Town. If there is any question of whether something is a line item, Purchasing Agent must get approval from the Selectboard

Minor Purchases. Employees who have been designated to act as Purchasing Agents may make purchases with a value between \$50 1 and \$1,000 only with prior approval of the Selectboard and are limited to the amount of the budget line item authorized by the Town. Although not required, competitive quotes from at least two vendors should be obtained whenever possible.

Major Purchases. All purchases over \$1,000 require prior approval of the Selectboard. Purchases over \$5,000 require engaging in the bid process. The Selectboard shall review all proposed procurements to avoid unnecessary or duplicative purchases of equipment, supplies and services.

The Selectboard shall also ensure that competition is not restricted with limits on the geographic location of vendors, with unreasonable requirements or qualifications placed on vendors or bidders, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.

If federal funding is used for purchases between \$10,000 (\$2,000 in the case of construction projects subject to Davis Bacon requirements) and \$250,000, price or rate quotes must be obtained from two or more qualified sources following the affirmative action provision of this policy and all provisions regarding fair and unrestricted competition.

SEALED BID PROCESS. The sealed bid process shall be initiated by the issuance of a Request for Bids prepared by the Selectboard or its designee. Notice of the Request for Bids shall be made by letters to known providers soliciting bid responses, advertisements posted in three public locations within the Town, and advertisements placed in a newspaper of general circulation in the region.

BID SPECIFICATIONS. A list of bid specifications shall be prepared for each purchase over \$*[insert dollar amount]* and shall be available for inspection at the Town office. Bid specifications shall include:

Bid name.

Bid submission deadline.

Date, location, and time of bid opening.

Specifications for the project or services including quantity, design, and performance features.

Bond and/or insurance requirements.

A copy of the proposed contract.

Any special requirements unique to the project or purchase.

Delivery or completion date.

For construction projects, language that sets a requirement for a bid guarantee in the amount of 5% of the bid price from all bidders, as well as performance and payment bonds in the amount of 100% of the contract price from the contractor awarded the bid. If federally grant funded, the bidders must also include costs for Davis Bacon compliance if that is a requirement of the federal agency providing the funding.

For construction projects over \$2,000, a statement that contractors will be provided with a copy of the most current wage determination (from the DOL website at <http://www.wdol.gov/dba.aspx>) and must comply with the Davis Bacon Act.

Language that reserves for the Selectboard the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Town's interest. The Selectboard reserves the right to investigate the financial condition of any bidder to determine his or her ability to assure service throughout the term of the contract.

Once a Request for Bids has been issued, the bid specifications will be available for inspection at the Town office.

BID SUBMISSION. All bids must be submitted in sealed envelopes, addressed to the Town in care of the Selectboard, and plainly marked with the name of the bid and the time of the bid opening. Bid proposals will be date stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened.

Bidders shall bid to specifications and any exceptions must be noted by the bidder. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

BID OPENING. Every bid received prior to the bid submission deadline will be publicly opened and read aloud by the Selectboard. The bid opening will include the name and address of bidder; for lump sum contracts, the lump sum base bid and the bid for each alternate; for unit price contracts, the unit price for each item and the total, if stated; and the nature and the amount of security furnished with the bid if required.

CRITERIA FOR BID SELECTION. In evaluating bids, the Selectboard will consider the following criteria:

- Price.
 - Bidder's ability to perform within the specified time limits.
 - Bidder's experience and reputation, including past performance for the Town.
 - Quality of the materials and services specified in the bid.
 - Bidder's ability to meet other terms and conditions, including insurance and bond requirements.
 - Bidder's financial responsibility.
 - Bidder's availability to provide future service, maintenance, and support.
 - Nature and size of bidder.
 - Contract provisions that are acceptable to the Town.
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- For construction projects over \$2,000, contractor's indication of acceptance of wages in the current wage determination provided as part of the Request for Bids.
 - Any other factors that the Selectboard determines are relevant and appropriate in connection with a given project or service.

In addition to the above, in the case of a contract supported by federal funds, the additional criteria shall apply:

There shall be no preference exercised for local contractors or suppliers.

Minority and women-owned businesses must be included in the solicitation list for the request for proposal.

13. The Selectboard will not select a bidder who is listed on the Excluded Parties List System website (<https://www.sam.gov>).

CHANGE ORDERS. If specification changes are made prior to the close of the bid process, the Request for Bids will be amended and notice shall be sent to any bidder who already submitted a bid and a new bid process will be initiated. Once a bid has been accepted, if changes to the specifications become necessary, the Selectboard will prepare a change order specifying the scope of the change. Once approved, the contractor and an authorized agent of the Town must sign the change order.

EXCEPTIONS. The following exceptions may apply, however there must be written documentation created and maintained that outlines the process and rationale for such exceptions:

Competitive Proposals. If time does not permit the use of sealed bids, or the award will be made on the basis of non-price related factors, a competitive proposal process shall be initiated by the issuance of a Request for Bids (RFB) or Request for Qualifications (RFQ) prepared by the Selectboard or its designee that includes the factors that will be used to evaluate and compare the proposals. Bids or qualifications shall be obtained from an adequate number of qualified sources (at least two vendors) to ensure that the Town has received a fair and reasonable price and all notification and record keeping requirements of the sealed bid process shall be followed. If architectural or engineering services are being solicited, this process should be used with the most qualified firm or individual awarded the bid and price or fees negotiated after the award. If competitive proposals are used, all of the above steps in the sealed bid process should be followed except that: 1) the bid submission need not be sealed; and 2) price will not be the primary factor in the proposal selection.

Sole Source Purchases. If the Selectboard determines that there is only one possible source for a proposed purchase, it may waive the bid process and authorize the purchase from the sole source.

Recurring Purchases. If the total value of a recurring purchase of a good or service is anticipated to exceed \$5,000 during any fiscal year, the bid process shall be utilized and shall specify the recurring nature of the purchase. Once a bid has been accepted, all future purchases shall be made from that bidder without necessity of additional bids, until such time as the Selectboard votes to initiate a new bid process.

Emergency Purchases. The Selectboard may award contracts and make purchases for the purpose of meeting the public emergency without complying with the bid process. Emergency expenditures may include immediate repair or maintenance of town property, vehicles, or equipment if the delay in such repair or maintenance would endanger persons or property or result in substantial impairment of the delivery of important Town services.

Professional Services. The bid process shall not apply to the selection of providers for services that

are characterized by a high degree of professional judgment and discretion including legal, financial, auditing, risk management, and insurance services with a value of up to \$[insert dollar amount].

Federally funded non-competitive purchases for \$250,000 or more require a cost analysis to determine the reasonableness of the proposed pricing and should be completed in accordance with the requirements of the federal or state agency issuing the grant funding.

The foregoing Policy is hereby adopted by the Selectboard of the Town of _____, Vermont, this ___ day of _____ and is effective as of this date until amended or repealed.

SIGNATURES.

Selectboard Chair

Selectboard members:

TAX MAP MAINTENANCE PROPOSAL FOR THE TOWN OF ISLE LA MOTTE, VT

For processing data recorded 04/01/2024 through 03/31/2025

January 5, 2024

Cartographic Associates, Inc., a New Hampshire corporation doing business as CAI Technologies, with its office located at 11 Pleasant Street, in Littleton, N.H. 03561, hereinafter called CAI, proposes to the Town of Isle La Motte, VT, hereinafter called the CLIENT, to provide professional mapping services according to the specifications, terms, and conditions below written:

SCOPE OF SERVICES

A. Compilation

1. CAI shall review and incorporate all subdivisions, boundary line adjustments and surveys and make any required property line, area, and/or frontage changes.
2. CAI shall review all title conveyance deeds and make any required changes. - N/A*
3. CAI shall calculate the area of any parcel that is changed as a result of the above Items 1 and 2, following professionally accepted roundoff rules.
4. If copies of the property record cards for parcels with new or changed buildings, including the building sketches, are provided, CAI shall use the most recent available orthoimagery to accurately place building footprints.
5. CAI shall review information from the previous tax year, regarding problem areas and shall attempt to resolve any discrepancies or problems in a fair and equitable manner for tax assessment purposes.
6. As all the above referenced data are compiled throughout the year, CAI shall mark each document confirming the intent stated therein. If the intent is not a direct conveyance, CAI shall label the document appropriately with the new parcel number and area.
7. All data shall be incorporated and formatted in a manner consistent with the existing map/GIS data.
8. All work shall be reviewed and checked for errors and preliminary PDFs shall be provided for review prior to finalizing the annual service.

B. Computer Map Index Services - N/A*

1. CAI shall maintain an index of property records that corresponds to the the property maps.
2. All index changes shall be coded in the change field as follows:

M1 - Name/Book and Page	A - Add New Lot
M2 - Area	D - Delete Lot
M3 - Parcel Id Number (i.e. Map and/or Lot number	
M4 - Multiple of M1, M2, M3	
M5 - Other (such as plan name or plan lot number)	
3. CAI shall provide computer index printouts to the CLIENT sorted as follows:
 - a. Numerical by map and lot number
 - b. Alphabetical by owner's name
 - c. Change list by change code with secondary sorting by map and lot
 - d. Other index printouts will be available upon request, at current CAI prices

C. GIS

1. All digital files will be processed using Esri GIS software.
2. All data will be checked for topology errors and corrected.
3. GIS data will be delivered in Esri's shape file, geodatabase, or other format, depending on the format of the existing data.

D. Responsibilities of the CLIENT

1. The CLIENT shall provide a copy of each deed, keyed to the correct map and lot. - N/A*
2. The CLIENT shall provide a print of each subdivision plan, boundary adjustment plan, and map to be incorporated, keyed to the correct map & lot.
3. The CLIENT shall acquire as much information as possible about any questions and/or problems.
4. If buildings are to be added or changed, the CLIENT shall provide a copy of the appropriate Property Record Card, including the building sketch.
5. The CLIENT shall notify CAI of approval of preliminary PDFs or edits to be made within thirty days of receipt of said preliminary PDFs.

ADMINISTRATIVE

A. Documenting Progress

1. An officer of CAI shall be responsible for monitoring and documenting the progress of the maintenance process.
2. Flow charts shall be maintained, monitoring the progress of the maintenance procedure; the purpose of which is to be able to inform the CLIENT of exactly where the project stands at any given time. The charts shall include the following:

a. receipt date of data to be processed	e. completion date of second draft
b. completion date of compilation	f. date printed
c. completion date of first draft	g. date shipped
d. completion date of checking	

TIMING

CAI shall complete and deliver the work described within 45 days of the receipt of the final information to be incorporated as defined in this proposal.

COST

Map/GIS Maintenance Service	\$1,600.00
Building Footprints (if building sketches are provided as described above)	\$20.00/building added or changed

DELIVERABLES

Deliverables shall include two (2) complete sets full size prints, PDFs

PAYMENT

Payment shall be made to CAI within thirty (30) days of invoicing, per terms of the invoice. Said invoicing shall be done on a quarterly basis throughout the project cycle, unless other payment arrangements have been made.

GUARANTEE

CAI shall guarantee all data generated against any errors or omissions for one (1) full year from the date of delivery. This guarantee does not include any changes due to data not made available under the terms of this proposal or any new information that is made available subsequent to the delivery date.

TAX MAP MAINTENANCE CONTRACT FOR THE TOWN OF ISLE LA MOTTE, VT

For processing data recorded 04/01/2024 through 03/31/2025

This is a contract made this 5 day of January, 2024, between Cartographic Associates, Inc., a New Hampshire corporation doing business as CAI Technologies, with its office located at 11 Pleasant Street, Littleton, NH 03561, hereinafter called CAI, and the Town of Isle La Motte, VT, hereinafter called the CLIENT, to provide professional mapping services according to the specifications, terms, and conditions below written.

Witnesseth, the above parties agree as follows:


1. All work shall be done according to the Tax Map Maintenance Proposal, dated January 5, 2024, hereto annexed. It is the intent of the parties that the above referenced proposal be considered a part of this contract, the same as if fully incorporated into this contract.
2. The CLIENT shall pay \$1,600.00 for the map/GIS maintenance services under this contract. If Property Record cards, including building sketches are provided, the CLIENT shall pay an additional \$20.00/building added or changed. There will be no additional charge if Property Record cards are not provided.
3. CAI agrees that this contract shall not be assigned, transferred, conveyed, or otherwise disposed of without the previous express written consent of the CLIENT and neither shall said CAI's right, title, interest, or power to execute such contract be assigned, transferred, conveyed or otherwise disposed of without written consent of the CLIENT.
4. The Parties executing this contract agree that the above recitals constitute the entire agreement between the parties for the requested mapping services.

This contract shall be construed under the laws of the State of Vermont.

The parties hereto have executed this agreement by their duly authorized officers.

Town of Isle La Motte, VT

CAI Technologies


BY: MARY E. GRAZIANO
TITLE: SELECTBOARD CHAIR


BY: Franco D. Rossi
President


BY: Cary Sandvig
TITLE: Selectboard Member


BY: Joseph Deller
TITLE: Selectboard Member

BY: _____
TITLE: _____

**Cost Estimates for Reuse of School and Old
Town Hall**

STATEMENT OF WORK

Between the

Northwest Regional Planning Commission

And the

TOWN OF ISLE LA MOTTE, VERMONT

For

MUNICIPAL TECHNICAL ASSISTANCE SERVICES

January 9, 2024

I. AGREEMENT FOR SERVICES

- a) It is agreed by and between the NORTHWEST REGIONAL PLANNING COMMISSION (hereinafter called the Regional Commission) and the Town of Isle La Motte (hereinafter called the Town) that the Regional Commission shall assist the Town in project development and application for funding by providing municipal technical assistance services as outlined by the Municipal Technical Assistance Program (MTAP) for the Town in accordance with the steps outlined in Attachment A.
- b) This Agreement consists of the body and the following attachment which is incorporated herein:

Attachment A – Scope of Services

II. GENERAL TERMS AND CONDITIONS

- a) Whenever feasible, local labor can be used to assist professionals in gathering and compilation of data, thus minimizing expenses.
- b) The Regional Commission reserves the following dollar amount for all services performed under this Agreement as part of the MTAP, unless amended: **\$65,000**.
- c) The period of performance under this Agreement shall commence on **January 9, 2024**, and run through **March 31, 2025**.
- d) Ownership of all data and materials collected under this Agreement shall remain with the Town and the Regional Commission.
- e) Changes, modifications, or amendments in the terms, conditions and fees of this Agreement shall be written and signed by the duly authorized representative of the Regional Commission and the Town.
- f) The parties agree that the Regional Commission, and any agents and employees of the Commission, shall act in an independent capacity and not as officers or employees of the Town.
- g) The Town, by any authorized representative, shall have the right at all reasonable times, to inspect or otherwise evaluate the work performed or being performed under this Agreement.

- h) The Town shall appoint one person as the principal contact for the project as outlined in the Scope of Services.
- i) If, through any cause, the Regional Commission shall fail to fulfill in a timely and proper manner its obligations under this Agreement, the Town shall have the right to terminate this Agreement by giving written notice to the Regional Commission and specifying the effective date thereof.

III. OBLIGATIONS OF THE REGIONAL COMMISSION

- a) Regional Commission staff will work with, and be responsible to, the Isle La Motte Selectboard in providing the services listed in Attachment A.
- b) The Regional Commission shall maintain all books, documents, payrolls, papers, accounting records and other evidence pertaining to costs incurred under this Agreement and make them available at reasonable times during the period of this Agreement.
- c) The Regional Commission shall provide to the Town copies of all documents generated under this project.

IV. OBLIGATIONS OF THE TOWN

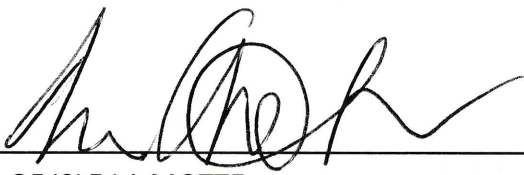
- a) The Town agrees to participate in meetings with Regional Commission staff, as necessary.
- b) The Town will make available any information, data, reports, plans, maps, or drawings to the Regional Commission to carry out the tasks in this project. All materials belonging to the Town will be returned.
- c) The Town agrees to cooperate with and administratively assist the Regional Commission, without charge, in carrying out its tasks.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed this
day of

_____, 2024.

NORTHWEST REGIONAL PLANNING COMMISSION

Catherine Dimitruk, Executive Director



TOWN OF ISLE LA MOTTE

Mary-Catherine Graziano, Selectboard Chair

Attachment A

Isle La Motte Municipal Technical Assistance Services

Northwest Regional Planning Commission staff will assist Isle La Motte with municipal technical services associated with obtaining a structural assessment and cost estimates for preferred reuses of its Old Town Hall and school buildings:

1. Civil engineering structural assessment and cost estimate.

Approximate timeline – RFP by 3/31/24, assessment complete by 11/30/2024

- Write and publish a Scope of Work and RFP for the project.
- Engage third-party civil engineer and/or architect to perform structural assessment of current structures and generate cost estimates for preferred uses.

2. Construction grant assistance.

Approximate timeline –11/30/2024-4/15/2025

- Provide technical and administrative assistance to complete grant applications for construction of preferred alternative based on cost estimates.
- Provide technical and administrative assistance to obtain any state permits required for construction.

District 8
Certcode 0703-0

CERTIFICATE OF HIGHWAY MILEAGE
YEAR ENDING FEBRUARY 10, 2024

Fill out form, make and file a copy with the Town Clerk, and submit the Mileage Certificate on or before February 20, 2024 to: Vermont Agency of Transportation, Division of Policy, Planning and Intermodal Development, Mapping Section via email to: aot.mileagecertificates@vermont.gov or if necessary via mail to: VTrans PPAID - Mapping Section, 219 North Main Street, Barre VT 05641.

We, the members of the legislative body of ISLE LA MOTTE in GRAND ISLE County on an oath state that the mileage of highways, according to Vermont Statutes Annotated, Title 19, Section 305, added 1985, is as follows:

PART I - CHANGES TOTALS - Please fill in and calculate totals.

Town Highways	Previous Mileage	Added Mileage	Subtracted Mileage	Total	Scenic Highways
Class 1	0.000				0.000
Class 2	7.890				0.000
Class 3	10.41				0.000
State Highway	0.406				0.000
Total	18.706				0.000
* Class 1 Lane	0.000				
* Class 4	0.12				0.000
* Legal Trail	0.00				


* Mileage for Class 1 Lane, Class 4, and Legal Trail classifications are NOT included in total.

PART II - INFORMATION AND DESCRIPTION OF CHANGES SHOWN ABOVE.

- NEW HIGHWAYS:** Please attach Selectmen's "Certificate of Completion and Opening".
- DISCONTINUED:** Please attach SIGNED copy of proceedings (minutes of meeting).
- RECLASSIFIED/REMEASURED:** Please attach SIGNED copy of proceedings (minutes of meeting).
- SCENIC HIGHWAYS:** Please attach a copy of order designating/discontinuing Scenic Highways.

IF THERE ARE NO CHANGES IN MILEAGE: Place an X in the box and sign below.

PART III - SIGNATURES - PLEASE SIGN.

Signatures of Selectmen/ Aldermen/ Trustees: _____


Signature of T/C/V Clerk: _____ Date Filed: _____

Please sign ORIGINAL and return it for Transportation signature.

AGENCY OF TRANSPORTATION APPROVAL: Signed copy will be returned to T/C/V Clerk.

APPROVED: _____
Representative, Agency of Transportation

DATE: _____