

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

In Attendance: Mary-Catherine Graziano, Cary Sandvig, Joe Deller, Sylvia Jensen, Vickie Buswell, Pat Treckman (via Zoom), Timothy Leonard (via Zoom), Beth Meese (via Zoom), Alex Montagne (via Zoom), Mark Kirk (Cott Systems, 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:** It was noted that the agenda item regarding the contract for the Listers was misunderstood and incorrect as noted, so the item will be reviewed at the next Selectboard meeting.
3. **Administration**
  - *ARPA Committee - continuing discussion of second phase of initiative* - As discussed at the prior meeting, a second Committee will be established to continue the work of the first, soliciting additional feedback from the community while engaging on a more frequent basis with the Selectboard who is ultimately responsible for the direction and expenditure of funds. Changes were made to the timeline and scope of deliverables, the need for the participation of community organizations in the process added, and detailed requirements for a public forum outlined in a revised ARPA Advisory Committee Overview document. Revisions to the overview will be reviewed for final approval at the next regular meeting at which point recruitment for the new five-member Committee will begin.
  - *Fiscal Year - discuss possibility of modifying and process* - The Selectboard reviewed legal advice pertaining to the possible change from a calendar financial year to a July - June fiscal year which would alleviate the stress of completing a budget, audit, and Town Report each January. The change is subject to a vote by residents, which could be conducted at several different scheduled elections in 2024. As the fiscal year change will temporarily increase the frequency of tax payments due in a year, educating the public is critical and there are a number of factors that will need to be considered and discussed among residents. Key considerations noted among meeting attendees included the proposal of a discount to taxpayers during the change in year, impact on escrowed mortgage accounts, and the impact on the Town's cash flow. Member Deller will prepare a draft overview for the public discussion and the conversation will continue at the next regular meeting. **A copy of the process will be included as an exhibit to the minutes.**
  - *Records Digitization - discuss process/timing with Mark Kirk of Cott Systems, Inc.* - The prior Town Clerk, Steve Mank, had been working with Mr. Kirk on a plan to digitize the town's records as a part of the ARPA funds work that had been approved in 2023. Ultimately, the internet speed at the Town Office, currently provided by GlobalNet, does not meet the minimum requirements for scanning directly to a cloud-based system; it is unknown when adequate service for direct scanning may be available - likely at least two years - and purchasing a land records management system is not recommended until that time. Immediately, Isle La Motte could retain Cott Systems to scan historic records and begin the documentation and indexing work, and upload this information to a cloud server for access by residents. Mr. Kirk did confirm that approximately seventy Vermont towns use their land records management cloud system, including Alburgh and South Hero, all of whom have adequate internet speeds. The Selectboard will be provided additional technical specifications for the system, which will be provided and reviewed in the coming weeks as the ARPA projects take shape.
  - *Approve Selectboard Regular and Special Meeting Minutes from past meetings*
    - 7 February 2024 - A motion to approve the Regular Meeting meetings was made by Cary Sandvig, seconded by Joe Deller, all in favor.
    - 12 February 2024 - A motion to approve the Special Meeting meetings was made by Cary Sandvig, seconded by Joe Deller, all in favor.
  - *Warrants for payroll & payables - A copy of the warrants will be included as an exhibit to the minutes.*
    - 13 February 2024 - Payroll Transfer for the Internal Revenue Service and Vermont Department of Taxes in the amount of \$435.81; motion to approve was made by Cary Sandvig, seconded by Joe Deller, all in favor.
    - 13 February 2024 - Payroll in the amount of \$2,417.68; motion to approve was made by Cary Sandvig, seconded by Joe Deller, all in favor.

- 13 February 2024 - Payable for the Bank of America credit card in the amount of \$375.92 for expenses including office supplies and postage; motion to approve was made by Cary Sandvig, seconded by Joe Deller, all in favor.
- *Purchasing Policy - progress discussion* - This item will be reviewed at the next regular Selectboard meeting.
- *Community Healing Project* - Mary-Catherine Graziano updated the Board that she continues to discuss with experts the possibility of a formal healing event. It was noted that the ILMCO dinner several weeks ago was a great start to building back the community, and Town Clerk Vickie Buswell suggested a reboot of the egg hunt in the park that the school would run each Easter for students and families on the Island. Ms. Buswell's sister was the past director of the event and would lead the efforts to bring the egg hunt back to residents. Chair Graziano suggested that the Recreation Department work with Ms. Buswell and her sister to see the event to fruition, and Recreation Department Co-Chair Anne Jobin-Picard agreed to work towards the realization of the event.
- *Vermont Electric - discuss billing and how to apply solar credits* - Mary-Catherine Graziano will circulate to the other members a copy of the breakdown of expenses associated with the lightbulb upgrade project that was agreed to in early 2023 and is now complete. Solar credits have already been received, and future credits will first be applied to the Town Office account to offset what is the highest electric bill expense. The distribution of credits may be modified after a reconciliation of the first year of electrical service following the transfer of the building from the School Union to Isle La Motte.
- *Causeway Parking* - discuss creation of an ordinance - An increase in ice fisher traffic at the entrance to the Island has decreased driver visibility around the curves headed south. Parking has spilled into the lane of travel and the Sheriff has been summoned but has reported that nothing can be done as the town does not have an ordinance stating there is no parking permitted in the travel lane. Mary-Catherine Graziano will review the road statutes regarding access and the Board will revisit this topic at the next regular meeting. Tim Leonard advised that decreased visibility is the responsibility of the driver; if a car is legally parked, its impact on visibility cannot be deemed a hazard.

#### 4. Contracts/Grants/Bids

- *Recreation Department - grant opportunity review and request for support* - The Recreation Department presented an overview of an AARP grant for which they are seeking Selectboard support. In an effort to create social cohesion, promote community healing, and have a positive impact on residents, the Department is seeking funds to create a walking path around the park, which could be phase one of a multi-part project across the park and school campuses. The proposed gravel walking path will feature park bench stations with stretching exercises suitable for residents of all ages. The project, which will continue to activate the park with more features to reach a wider audience, was given approval to move forward by the Selectboard. The application will be submitted on March 6, with AARP decisions due mid-May, during which time detailed plans and approvals for the project will be discussed with the Selectboard for immediate action to begin should the grant be awarded to Isle La Motte. **An overview of the grant will be attached as an exhibit to the minutes.**
- *Public Area Landscaping - review spring clean-up proposal* - The mowing company has provided costs for several additional services to be completed around the Town Office and in the recreation park. The Selectboard has agreed to move forward with the leaf mulching in advance of the mowing season, an expense that was not included in the three-year contract signed in early 2023. Trimming of the low hanging branches at the park which interfere with the mowing will be absorbed by the firm conducting the Main Street tree trimming, as the Town is already committed to their contract which has been put on hold due to tree trimming by Vermont Electric Cooperative. **The removal of the pile of wood near the Town Office will be considered during Green-Up Day. A copy of the additional landscaping costs will be attached as an exhibit to the minutes.**
- *Listers - review/approve renewal contract for services (pending more info from Listers)* - As discussed at the onset of the meeting, the form to be reviewed was listed incorrectly on the agenda; it is a tax form from the State of Vermont that is to be executed and filed at the office. It will be reviewed at the next regular Selectboard meeting.
- *Town Office Maintenance*
  - *Review of Building Use and Keying Plan* - After a review of neighboring Town Office access lists, the Selectboard has established that the Town Clerk, Assistant Town Clerk, Selectboard Members, Selectboard Clerk, and Property Manager will have keys to the Town Office. The Treasurer, Assistant Treasurer, Listers, and Delinquent Tax Collector will have access to the building during regular office hours only when the Town Clerk or Assistant Town Clerk are present in the office.

- *Update on Possible Property Manager* - In order to provide insurance coverage, the position of Property Manager will be filled with a part-time Town employee. The Selectboard reviewed and updated a job description and advertisement for *The Islander*, final copies of which will be attached as exhibits to the minutes. It is expected that the individual will work up to six hours a month at \$50.00 per hour, with an hourly rate of \$75.00 per hour in the event of an emergency approved by the Selectboard. An advertisement will run on February 28 with emails of interest due to be submitted by March 4. Interviews, if necessary, will be conducted during the Selectboard Meeting on March 6. A motion to approve the Property Manager job description and newspaper posting was made by Cary Sandvig, seconded by Joe Deller, all in favor.
- *Creation of an agreement/protocol for building use* - The Selectboard and volunteers from the community will hold a non-working session to relocate the desk for the incoming Treasurer in a secure location in the office prior to election day, organize storage locations, and to discuss the use of the space in the building. The NEMRC bookkeeper who has been working for the Town suggested that the Treasurer and important documentation be officed in a lockable space as soon as possible. Shelving reserved from the School for the Isle La Motte Community Organization (ILMCO) to repurpose is available to use in the office, as necessary. Tim Leonard asked if the Library could be relocated to the Town Office, and it was advised that it is not possible as the organization is private. Joe Deller or Cary Sandvig will develop a protocol for the building's use by the community, and Mary-Catherine Graziano will ensure that the liability insurance policy covers community-run special events in the building.
- *Kitchen Repair Discussion* - It was advised that in addition to the kitchen exhaust, the dishwasher was out of service and the kitchen sink plumbing was not properly functioning. A plumber already working in the building will be asked to review the situation with the kitchen sink drainage, and several grants are possible to fund the equipment repairs, though it needs to be determined which grants will be pursued and who or what department/organization will complete the necessary paperwork. Tim Leonard also suggested that vendors and contractors be approached to provide their services as a part of their company corporate social responsibility (CSR) initiatives.

## 5. Roadways

- *Current Status Report + Road Issues Requests update* - Mary-Catherine Graziano, as Interim Road Commissioner, advised that the potholes reported at the Country Store, Post Office, and Bruley Road had been repaired. The pot holes near Fisk Farm will be repaired pending better weather. Additionally, the contractor awarded the culvert grant projects due for completion in 2024 has reviewed the schedule for work with Ms. Graziano.
- *Town Highway Structure and Class 2 Grants* - Chair Graziano will review the viability of pursuing this grant.
- *Delineators* - At this time, a question regarding delineators was raised. It was advised that the former Road Commissioner had considered the project, but the delineators were never purchased. The Board Chair advised that she would like to see more data regarding their effectiveness before purchasing additional pieces for installation along Main Street.

## 6. Town Meeting Preparation

- *Town Meeting - discuss meeting day, responsibilities, and preparation* - The Selectboard advised that the Town Clerk will take the minutes and that the Moderator, Rusty Spaulding, will run the meeting. The Selectboard will be present to answer questions on the budget. The Board will be prepared with a history of the development of the budget, including notes from the various meetings held during the development of this year's proposed budget. The Board advised that they will take turns fielding and researching questions while the discussion moves onto the next item for discussion. Copies of budget notes will be provided, along with copies of the budget, for the Selectboard on meeting day. Cary Sandvig will contact moderator Rusty Spaulding to advise that attendees should be required to approach the microphone on meeting day in order for the online attendees to hear all questions.
- *Election Day - discuss post-election requirements, oaths of office* - As election day procedures fall to the Town Clerk to manage, Donna Bohannon has been assisting the Vickie Buswell in preparation for Election Day; at this time, absentee ballots have been mailed and the tabulator will be tested on February 22. Town Clerk Vickie Buswell advised that Ms. Bohannon has offered to assist following the election with all required reporting and post-election action items to be completed immediately after the polls close, and the Selectboard commended the support for the new Clerk. It was suggested that Ms. Bohannon also be onsite to help set up for election day on Monday, March 4, 2024, if possible. Syliva Jensen reminded the audience that two Justices of the Peace must deliver the collected School Board ballots to the Grand Isle Supervisory Union after voting is completed.

- *Post-Election Selectboard Meeting Agenda, 6 March* - Vickie Buswell will open the next regular Selectboard meeting, which will be the Organizational Meeting for the session. It was noted that if the article to expand the Selectboard passes there may need to be a second Organizational Meeting after that election is held.
- *Solar Eclipse Glasses* - There will be 150 pairs of approved solar eclipse viewing glasses available on a first come, first served basis at the Town Meeting, with any remaining pair to be available for pickup at the Town Office.

**7. Other Business:**

- Vickie Buswell inquired as to the need for calling a formal meeting of the Board of Civil Authority in order to establish a working schedule for members on election day. It was advised that she could independently set the schedule by calling members.
- Sylvia Jensen advised that there was an error on the Appointed Town Officers page of the 2023 Town Report. The Northwest Communications District had been left off the list, comprised of Mary-Catherine Graziano and Cary Sandvig and the Northwest Regional Planning Commission should be listed as Sylvia Jensen and Cary Sandvig. The change will be made to the template in preparation for the 2024 report.

- 8. Adjourn:** The meeting was adjourned at 8:57 PM, motioned by Cary Sandvig, seconded by Joe Deller, all in favor.

Respectfully submitted on 25 February 2024 -  
Andrea Carbone

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Mary-Catherine Graziano

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Cary Sandvig

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Joe Deller

# Calendar Year to Fiscal Year Budget Process

**What are the pros and cons of switching from a calendar year to fiscal year budget?  
What is the process?**

By default under Vermont law, the town budget operates on a calendar year of January 1 through December 31. The law also allows towns to switch to a fiscal year budget that operates from July 1 through June 30 of the following year. 24 V.S.A. § 1683(c). Of the 192 responses to VLCT's 2017-2018 Compensation and Benefits Survey, 123 towns reported that they operate on a fiscal year budget, while only 63 towns operate on a calendar year budget.

Towns considering switching to a fiscal year should consider the advantages, disadvantages, and requirements of making the switch. Reasons to maintain the status quo of a calendar year may include inertia, or, "we've always done it this way." Simply put, if town officers—and perhaps the voters too—have become accustomed to the calendar year budget schedule and there is no pressing need to switch, it may be easier for town to continue as is. The transition period will require substantial planning and perhaps an extra (special) town meeting to vote on a transitional budget. The transition may also complicate payroll records and income tax reporting that are required to be done by calendar year.

On the other hand, there are clear advantages to switching to a fiscal year budget:

- The school and town will be on the same budget schedule; thus, they should be able to better plan their expenditures concurrently, such as capital projects.
- The town voters get to approve the budget in March for the tax year that starts in July. Therefore, no operating expenses are incurred before budget approval. This is in contrast to the calendar year basis in which the town operates from January 1 until

town meeting with no budget in place. Relatedly, tax collection may start soon after the beginning of the fiscal year, thus reducing or eliminating the need to borrow money for operating expenses.

- Auditors will have more time to perform their statutory duties, as they can audit the town books and accounts in July and August and prepare the town report by December or January.
- Winter highway maintenance costs are in a single-year budget cycle.
- The town’s fiscal year will coincide with the state’s fiscal year for highway and other funding.
- There is room to schedule the annual budget vote for May or June, by which time the grand list will have been completed and the legislature will have adjourned (probably) so that more information will be available about state funding and statutory changes.

To change from a calendar year budget to a fiscal year one, the town must vote an annual or special town meeting. State statute governs the way (Australian ballot or not) your town votes on the question of changing its fiscal year. The default method of voting is from the floor, but if your town votes to decide this particular question by Australian ballot or if it has already voted to decide all public questions by that method, then the vote must be by Australian ballot. Although no specific statute applies, it is reasonable to conclude from similar voting situations that the town must vote on whether or not to switch over to a fiscal year at one meeting and then vote on the actual budget at a subsequent meeting. Towns making the move to a fiscal year can adopt a transitional six-month budget for the period January 1 to June 30 or adopt a single, transitional 18-month budget. Following are examples of 18-month and six-month transitions.

An 18-month transition budget begins when the town votes in March 2019 for an 18-month budget (January 1, 2019, through June 30, 2020). Then the town votes in March 2020 for a normal 12-month budget (July 1, 2020, through June 30, 2021).

<b>Year</b>	<b>Date of Town Budget Vote</b>	<b>Approved Budget Operating Period</b>	<b>Notes</b>
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2018-2019	March 2018 annual town meeting	January 1, 2018, through December 31, 2018	Default calendar year budget
2019-2020	March 2019 annual town meeting	January 1, 2019, through June 30, 2020	18-month transitional budget
2020-2021	March 2020 annual town meeting	July 1, 2020, through June 30, 2021	First 12-month fiscal year budget adopted

One challenge of the 18-month transitional budget option is that 18 months of taxes will be lumped into one budget. However, the town could vote to spread the payments out into quarterly payments (i.e., four property tax installments) to make the actual paying of taxes less burdensome.

A six-month transition budget would require a January 2019 special town meeting budget vote, for a budget operating for a six-month period (January 2019 through June 30, 2019). Then the town would vote in March 2019 (at its annual town meeting) for a fiscal year, 12-month budget (July 1, 2019, through June 30, 2020).

<b>Year</b>	<b>Date of Town Budget Vote</b>	<b>Budget Schedule</b>	<b>Notes</b>
2018-2019	March 2018 annual town meeting	January 1, 2018, through December 31, 2018	Default calendar year budget
2019-2020	Fall/winter '19 or '20 special town meeting budget vote	January 1, 2019, through June 30, 2019	6-month transitional budget
	March 2019 annual town meeting	July 1, 2019, through June 30, 2020	First 12-month fiscal year budget adopted

The difficulty with this method is that it requires the selectboard to call a special town meeting to vote on two separate budgets within a few months, which usually means increased election and administrative costs. However, the advantage over the 18-month option is a shorter transitional period to a fiscal year.

Towns considering changing their budget year may want to survey the budgeting schedule of their neighbors; intermunicipal agreements and other contracts may be easier to administer when cooperating towns adopt their budgets concurrently. Finally, note that a town governance charter may explicitly set a town's budgeting schedule, effectively prohibiting the town from switching to a fiscal year or vice versa.

Carl Andeer, Staff Attorney II

VLCT Municipal Assistance Center



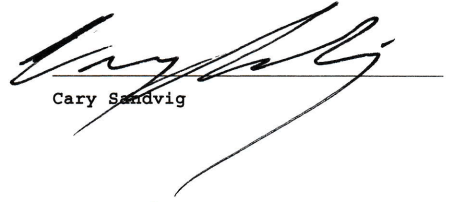
02/13/24  
11:22 am

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) 02/14/24 To 02/14/24

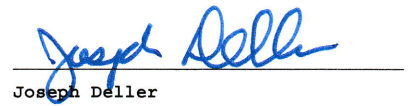
Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
IRS	INTERNAL REVENUE SERVICE	PR-02/14/24 Payroll Transfer	407.55	0.00	407.55	E 10025	02/14/24
VTTAXES	VERMONT DEPARTMENT OF TAXES	PR-02/14/24 Payroll Transfer	28.26	0.00	28.26	E 10026	02/14/24
Report Total			435.81	0.00	435.81		

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 \$ \*\*\*\*\*435.81  
Let this be your order for the payments of these amounts.

Selectboard

  
Cary Sandvig

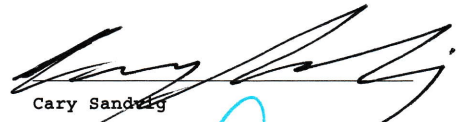
  
Mary Catherine Graziano

  
Joseph Deller

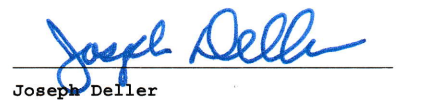
Employee

Gross	Fringes	Reimburse	FWT	FICA	MEDI	SWT	SDI	Local	Oth	Dedu	Net Amt	Elec Amt	Check No
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BUSWELL, VICKIE L.													
719.23	0.00	93.80	0.00	44.59	10.43	0.00	0.00	0.00	0.00	0.00	758.01	0.00	5709
CARBONE, ANDREA M.													
300.00	0.00	0.00	0.00	18.60	4.35	0.00	0.00	0.00	0.00	0.00	277.05	0.00	5710
D'ANGELO, MARIE S.													
237.50	0.00	36.26	0.00	14.73	3.44	3.77	0.00	0.00	0.00	0.00	251.82	0.00	5711
LABRECQUE, MARY E.													
600.65	0.00	0.00	20.45	37.24	8.71	10.14	0.00	0.00	0.00	0.00	524.11	0.00	5712
LANGLOIS, DEBRA J.													
553.50	0.00	0.00	0.00	34.32	8.03	14.35	0.00	0.00	0.00	0.00	496.80	0.00	5713
SPAULDING, DEBORAH A.													
119.00	0.00	0.00	0.00	7.38	1.73	0.00	0.00	0.00	0.00	0.00	109.89	0.00	5714
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2529.88	0.00	130.06	20.45	156.86	36.69	28.26	0.00	0.00	0.00	0.00	2417.68	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 \$ \*\*\*2,417.68  
Let this be your order for the payments of these amounts.

  
Cary Sandberg

  
Mary Catherine Graziano

  
Joseph Deller

02/13/24  
12:31 pm

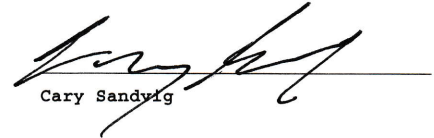
Town of Isle La Motte Accounts Payable  
Check Warrant Report # Current Prior Next FY Invoices  
For checks For Check Acct 01(General Fund) 02/13/24 To 02/13/24

Page 1  
TCA

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
FIRSTB	FIRST BANKCARD	030320246182 CC 6182	375.92	0.00	375.92	5715	02/13/24
Report Total			375.92	0.00	375.92		

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 \$ \*\*\*\*\*375.92  
Let this be your order for the payments of these amounts.

  
Cary Sandvig

  
Mary Catherine Graziano

  
Joseph Deller



**AARP  
COMMUNITY  
CHALLENGE**

Grants to make communities livable for people of all ages  
[aarp.org/CommunityChallenge](http://aarp.org/CommunityChallenge)

## OVERVIEW

### WHAT IS THE TIMELINE FOR THE GRANT PROGRAM?

March 6, 2024 (5 p.m. ET / 2 p.m. PT) ....	<b><u>Deadline for applications</u></b>
May 2024.....	Selected and non-selected applicants will be notified of their status via email
June 12, 2024 .....	Deadline for Memorandum of Understanding and Vendor Forms to be completed and returned by grantees to AARP
June 26, 2024 (tentative) .....	Announcements of selected grantees to public and projects can start
December 15, 2024 .....	Deadline for <b><u>project completion</u></b>

### I LIVE IN A SMALL COMMUNITY. IS THIS JUST A PROGRAM FOR BIG CITIES?

No. The AARP Community Challenge supports communities of *all* sizes and delivers unique support to rural communities. In fact, 40% of the Challenge projects AARP has funded have gone to rural communities with another 20% going to suburban communities. Communities with populations as small as several hundred residents have received grants.

### WHAT TYPES OF ORGANIZATIONS ARE ELIGIBLE FOR FUNDING?

The program is open to the following types of organizations:

- **501(c)(3), 501(c)(4) and 501(c)(6) nonprofits** (*Nonprofit organizations must be recognized by the IRS in order to receive funds.*)
- **Government entities**
- **Other types of organizations** considered on a case-by-case basis (*AARP can NOT provide funds to any for-profit company or individual. AARP does allow for IRS recognized tax-exempt 501(c)(3), 501(c)(4) and 501(c)(6) nonprofit organizations or government entities to serve as fiscal sponsors of grants.*)

## AARP FLAGSHIP GRANTS

- **Overview:** *Flagship Grants* continue the successful Community Challenge grant program, first launched in 2017. These grants offer a broad opportunity for communities to apply for funding across several categories and to be creative.
- **Categories:** AARP will accept applications for projects that benefit residents (especially those age 50 and older) in the following categories:
  - Creating vibrant **public places** that improve open spaces, parks and access to other amenities;
  - Delivering a range of **transportation** and mobility options that increase connectivity, walkability, bikeability and access to public and private transit;
  - Supporting a range of **housing** options that increases the availability of accessible and affordable choices;
  - Increasing **digital connections** by expanding high-speed internet and enhancing digital literacy skills of residents;
  - Supporting **community resilience** through investments that improve disaster management, preparedness and mitigation for residents;
  - Improving **community health and economic empowerment** to support residents' financial well-being and improve health outcomes.

## POSSIBLE PROJECTS

**OPTION 1: Walking Path around park with park bench fitness stations, similar to what is in place in Rouses Point.**

**OPTION 2: Several small projects to activate the park, including upgrades at the swings and slide, new horseshoe pits, upgrades at the volleyball court, new equipment for soccer, volleyball, basketball, and other activities. May also include grading of the landscaping to even out the space and the construction of an onsite storage facility for equipment and supplies.**

## APPROVALS REQUESTED

**Do you have landowner permission(s), required municipal/state/federal permit(s) or approval(s), environmental impact study(ies), or other documents that will be required prior to project commencement?**

**If selected, organizations will need to carry and maintain comprehensive general liability (and professional liability, if applicable) in an amount not less than one million dollars (\$1,000,000) and workers' compensation insurance in an amount as required by applicable law covering all personnel engaged in the execution of the grant. Do you acknowledge this liability insurance requirement?**

# PUBLIC AREA LANDSCAPING PROPOSALS

## 2024 TOWN OF ILM

### **Horseshoe Pits**

This includes the old horseshoe pits to be removed, leveled and replaced with new built ones.

(Dump Fee Included)

\$925.00

### **Swings and Slide**

This includes the swingset and slide to have their own playground mulch beds which will provide a safer environment for the area.

(Dump Fee Included)

\$2,410.00



### **Spring Clean-up**

This will include the leaves on both properties to be mulched.

\$400.00



### **Tree Trimming**

Trees in the rec park that need trimming, this includes them being hauled off site and dumped.

\$425.00

### **Level out Soil**

Area by benches that is extremely unlevel and unsafe to be leveled out with fresh top soil.

\$375.00

### **Wood Removal in front of old school**

This is the wood by the old school to be removed, hauled and dumped off-site.

\$175.00

Total for all:

\$4,710.00

If all are selected total price:

\$4,550.00

(We are open to having only a select few chosen)

**\* Priority Items to conduct Regular Mowing Operations**

**TOWN OF ISLE LA MOTTE**  
**JOB OPPORTUNITY: PROPERTY MANAGER**

**SUMMARY OF POSITION**

The Isle La Motte Selectboard is seeking an individual with significant experience maintaining an industrial building to provide bi-monthly support on building maintenance tasks for the Isle La Motte town office. This position works with Town Office staff and reports to the Selectboard.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

- Regularly inspect property for needed improvements and upkeep.
- Prioritize and schedule repairs and maintenance.
- Document repairs and maintain maintenance records.
- Source and coordinate contractors for specialized jobs.
- Provide Town Office staff with lists of needed supplies and suppliers for purchasing supplies.

**DESIRED QUALIFICATIONS, ABILITIES AND SKILLS**

- Experience at maintaining industrial buildings
- Knowledge of potential suppliers and contractors in the region
- Makes safety a priority at all times

**SALARY AND COMPENSATION**

A schedule of two maintenance sessions per month for a total period of time anticipated not to exceed six hours is expected, though hours may fluctuate higher or lower depending on the project and workload. The rate of pay for regular sessions will be \$50.00 per hour. A rate of pay \$75.00 per hour will be applicable in the event of unscheduled work due to an emergency, work which will be authorized in advance by the Selectboard.

Those interested please email the Selectboard Clerk with contact information and interest: Andrea Carbone at [ilmvtselectboardclerk@gmail.com](mailto:ilmvtselectboardclerk@gmail.com) by 3/4/24. Interviews, if necessary, will be scheduled to occur during the Selectboard meeting on 3/6/24.

*Islander Ad for Property Manager*

**TOWN OF ISLE LA MOTTE  
JOB OPPORTUNITY: PROPERTY MANAGER**

The Isle La Motte Selectboard is seeking an individual with significant experience maintaining an industrial building to provide bi-monthly support on building maintenance tasks for the Isle La Motte town office. This position reports to the Selectboard.

A schedule of two maintenance sessions per month for a total period of time anticipated not to exceed six hours is expected, though hours may fluctuate higher or lower depending on the project and workload. The rate of pay for regular sessions will be \$50.00 per hour. A rate of pay \$75.00 per hour will be applicable in the event of unscheduled work due to an emergency, work which will be authorized in advance by the Selectboard. For a full description of the position, please visit the Isle La Motte website at <https://islelamotte.us/> or call 802.928.3434 for a paper copy.

Those interested please contact the Selectboard Clerk Andrea Carbone at [ilmvtselectboardclerk@gmail.com](mailto:ilmvtselectboardclerk@gmail.com) by 3/4/24. Interviews, if necessary, will be scheduled to occur during the Selectboard meeting on 3/6/24.