

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

In Attendance: Peter Brzozowy, Mary-Catherine Graziano, Cary Sandvig, Pat Treckman, Joe Deller, Rusty Spaulding, Anne Jobin-Picard, Mary LaBrecque, Carmine Centrella, Emily Klofft (NRPC), Charles Gurney, Sylvia Jensen, Cathy Tudhope, Ruth Casey, Vickie Buswell, Erin Gilligan (via Zoom), Catherine Dimitruk (NRPC, via Zoom), Michael & Kathy Simanskas (via Zoom)

1. **Call to Order:** Meeting was called to order at 6:06 PM by Selectboard Chair Peter Brzozowy.
2. **Additions to Agenda:** Sylvia Jensen requested time on the agenda on behalf of the Trustees of Public Funds. Chair Peter Brzozowy suggested the reordering of the Special Meeting and Town Plan discussions scheduled for review under Town Business. Pat Treckman motioned for the recording of the agenda items following the Administrative portion of the meeting, seconded by Mary-Catherine Graziano, all in favor.
3. **Administration**
 - *Approve Selectboard Meeting Minutes*
 - Regular Meeting Minutes: September 18, 2024 - A motion to approve the Regular Meeting meetings was made by Mary-Catherine Graziano, seconded by Cary Sandvig, all in favor.
 - Special Meeting Minutes: September 25, 2024 - A motion to approve the Special Meeting meetings was made by Pat Treckman, seconded by Cary Sandvig, all in favor.
 - *Board of Listers*
 - Errors & Omissions - There were no new errors and omissions for the meeting.
 - Reassessment Status - Chair Mary LaBrecque announced that the Listers would meet to approve the RFP for reassessment on October 5, 2024, a copy of which had been sent to the Selectboard members for review; comments were requested by the end of the week. This is the second round of RFP requests for the reappraisal mandated in 2023, the first request for proposals yielded no bids. Sylvia Jensen requested that the scope of work include the breakdown of a value of the campground parcels and the value of the campers, which the Listers will review in their upcoming meeting for inclusion in the scope of work. A final RFP will be issued to the Board for approval in the coming weeks.
 - *Warrants for payroll & payables*
 - 2 October 2024 - Payables in the amount of \$59,434.88. A motion to approve was made by Mary-Catherine Graziano, seconded by Cary Sandvig, all in favor.
 - 24 September 2024 - Payables in the amount of \$755,551.15, ratification of Peter Brzozowy's signature. A motion to ratify was made by Pat Treckman, seconded by Cary Sandvig, all in favor. On behalf of the school district, Sylvia Jensen thanked the Town for the timely payment, as Isle La Motte is the first town in the school district to make their payment.
 - 25 September 2024 - Payroll Transfer for the Internal Revenue Service and Vermont Department of Taxes in the amount of \$415.54. A motion to approve was made by Mary-Catherine Graziano, seconded by Pat Treckman, all in favor.
 - 25 September 2024 - Payroll in the amount of \$1,868.95. A motion to approve was made by Cary Sandvig, seconded by Pat Treckman, all in favor.
 - 30 September 2024 - Payables in the amount of \$26.94, which is a correction to a prior invoice. A motion to approve was made by Peter Brzozowy, seconded by Pat Treckman, all in favor.
4. **Town Business**
 - *Special Meeting - discuss publication of warning, informational meeting* - Chair Brzozowy noted that the warning was posted publicly as of October 2 and would be published in the October 3 issue of *The Islander*. The informational meeting is scheduled for October 26, and moderator Charles Gurney has confirmed his attendance. Sylvia Jensen advised that the Isle La Motte Community Organization (ILMCO) will be present at the meeting to answer questions regarding Article 2, the pavilion project for the recreation park, and that the organization would be sending an informational letter to residents regarding the project. The Selectboard requested that the term ARPA (American Rescue Plan Act) be used with caution as the funds have been moved to the operating budget and are no longer legally considered ARPA funds, nor should be referred to as such.

- *Town Plan - discuss draft plan, advise of any proposed changes* - Emily Klofft from the Northwest Regional Planning Commission (NRPC) was present to present an overview of the plan, the latest draft which was issued to the Selectboard. A public review with the Selectboard present is the next step in the approval process and will be planned for the November 6 Selectboard Meeting. In advance, the Selectboard will discuss their comments on the plan at the October 16 meeting, after which a final draft will be issued to the public for review.
- *Town Buildings Survey - survey open items update, upcoming presentations schedule review* - As it was related, the conversation continued to a discussion regarding the Town building survey. Architectural and structural reviews of the two Town buildings are complete, there are still several open items the Selectboard is following through on in advance of the final report. NRPC director Catherine Dimitruk advised that the survey work has gone well thanks to historic documents on hand for both buildings. Feedback from the surveyors will be added to the discussion of the Town Plan on November 6 which will help direct the public's feedback on how to proceed with the two buildings.
- *Recreation Department* - In order to complete the Town Business portion of the meeting, the Recreation Department was given the floor to discuss their agenda requests.
 - AARP Grant Support Letter - A copy of the letter was read and signed as support for the upcoming grant application, a copy of which will be saved to the Selectboard files.
 - Playground Maintenance/Ground + Landscaping - The Recreation Department expressed its concern regarding the oversight of park equipment and the maintenance of the grounds, both which should fall to the Selectboard as Town responsibilities that cannot be tackled by the volunteers of the Recreation Department. Chair Brzozowy will reach out to the insurance company to discuss the urgency/priority of completing the action items pending from the prior report, though it was advised by Michael Simanskas, who spoke with a representative of the Vermont League of Cities & Towns (VLCT), that it is at the discretion of the Town and an outlook to future liability exposure as to what items are completed. For future planning the Selectboard requested that the Recreation Department, while planning their budget, provide an anticipated list of landscaping items that may need to be considered including tree limb removal and ground leveling. Sylvia Jensen volunteered to assist with the removal of the tree limbs currently remaining at the park following the clean up day last month; Michael Simanskas will assist. A second playground rules sign will need to be sourced, as two are required and there is only one in possession.
 - 2025 Budget - The Recreation Department expressed a desire to roll annual appropriations over to reserve for more significant and long lasting projects for the park in the future. The Selectboard has requested that the department submit a more detailed project list with the annual budget request to include projects that would require a significant allowance to complete.

5. **Contracts/Grants/Bids**

- *West Shore Road Ditching & Culvert Project - review closeout* - It was noted that all work appears to have been completed and that there is one bill outstanding. Members Treckman and Graziano are meeting next week to prepare the grant closeout paperwork.
- *Tree Trimming* - The roadside tree trimming bid was approved at the prior meeting and will be posted on the website and in *The Islander* on October 3. Chair Brzozowy noted that the advertisement will run for two weeks in advance of the October 15 bid due date.

6. **Roadways**

- *Road Commissioner Report* - There was not a formal report issued, but it was noted that the seawall on the West Shore had received a second request for repair. It was announced that the interim Road Commissioner would be completing the repair work as permitted by shoreline guidelines.
- *Salt Shed Security Camera* - In light of historic issues with the theft of sand, it is advisable to install cameras at the salt shed and dump. Cary Sandvig will contact Rural Solutions and DC Energy for solutions and proposals.
- *Road Inventory - discuss preparing in advance of budget* - An inventory is desirable in advance of the upcoming budget season to plan accordingly for road paving and ditching/culvert work. There are several signs around the Island that require replacement or installation, which will be requested of the interim Road Commissioner.

7. **2025 Budget:** The Selectboard overviewed the upcoming budget season and discussed the possibility of moving to a fiscal year to help alleviate the confluence of year end events which currently include closing the calendar year, budgeting, the annual audit, the annual town report, and an election. It was noted that the Treasurer will be contacted to participate in the budget preparation and maintain the official budget file; this was not the case in 2023 as there was not a Treasurer in office. It was also noted that the Treasurer would be contacted to initiate the annual audit with RHR Smith, who is contracted for services through 2026. The Selectboard will begin planning key projects to be considered for 2025 and soliciting expense proposals.
8. **Other Business:** Sylvia Jensen requested that the Trustees of Public Funds be granted agenda time at the next regular meeting to discuss the interest payment due, as well as the outstanding balance payment due from the Town.
9. **Adjourn:** The meeting was adjourned at 8:22 PM, motioned by Mary-Catherine Graziano, seconded by Pat Treckman, all in favor.

Respectfully submitted on 6 October 2024 -
Andrea Carbone

Peter Brzozowy, *Chair*

Mary-Catherine Graziano

Cary Sandvig

Joe Deller

Pat Treckman
