

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

In Attendance: Peter Brzozowy, Mary-Catherine Graziano, Cary Sandvig, Joe Deller, Pat Treckman (via Zoom), Sylvia Jensen, Barbara Callahan, Richard Hill, Michele Murray, Peter Murray (additional attendees pending review of the attendance sheet)

1. **Call to Order**: Meeting was called to order at 6:00 PM by Selectboard Chair Peter Brzozowy.
2. **Additions to Agenda**: Peter Brzozowy requested time to discuss the Town's Zoom account.
3. **Administration**
  - *Approve Selectboard Meeting Minutes from 11/13, 11/20* - A copy of the meeting minutes from the November 13, 2024 Regular Meeting will be signed at the next Selectboard meeting. A motion to approve the Regular Meeting minutes from November 20, 2024 was made by Peter Brzozowy, seconded by Pat Treckman, all in favor.
  - *Board of Listers - Errors & Omissions* - Chair Mary LaBrecque reviewed three modifications to the grand list, which included a reversal of a camper added last month and revisions to two parcels on East Shore Road to reclassify a building from one parcel to another parcel. A motion to approve the modifications was made by Peter Brzozowy, seconded by Joe Deller, all in favor.
  - *2024 Audit Engagement Letter - review and sign* - A motion to approve Peter Brzozowy to sign an RHR Smith engagement letter authorizing them to conduct the past year's audit was made by Mary-Catherine Graziano, seconded by Cary Sandvig, all in favor.
  - *Warrants for payroll & payables* -
    - 4 December 2024 - Payroll Transfer for the Internal Revenue Service and Vermont Department of Taxes in the amount of \$1,023.02. A motion to approve was made by Mary-Catherine Graziano, seconded by Cary Sandvig, all in favor.
    - 4 December 2024 - Payroll in the amount of \$3,754.65. A motion to approve was made by Mary-Catherine Graziano, seconded by Cary Sandvig, all in favor.
    - 20 November 2024 - Payroll Transfer for the Internal Revenue Service and Vermont Department of Taxes in the amount of \$895.96. A motion to approve was made by Mary-Catherine Graziano, seconded by Cary Sandvig, all in favor.
    - 20 November October 2024 - Payroll in the amount of \$3,587.35. A motion to approve was made by Mary-Catherine Graziano, seconded by Cary Sandvig, all in favor.
    - 25 November 2024 - Payables in the amount of \$98,074.04. A motion to ratify Pat Treckman's signature was made by Mary-Catherine Graziano, seconded by Cary Sandvig, all in favor.
  - *Tree Warden - public interview of candidate for position, conflict of interest resolution* - As discussed at the prior meeting, the Selectboard inquired as to the potential conflict of interest for a Tree Warden to bid on tree-related contracts for the Town. The State Ethics Commissions has no issue with the Tree Warden bidding on contracts not to exceed \$2,000. Richard Hill confirmed his continued interest in becoming the Isle La Motte Tree Warden, and a motion to approve his immediate appointment was made by Peter Brzozowy, seconded by Joe Deller, all in favor. Mr. Hill will work in conjunction with the Road Commissioner for tree related issues, as necessary.
  - *Tree Cutting in Town Right of Way - review recent trimming on West Shore Road* - Michele and Peter Murray were present to follow up on their notification to the Selectboard that a resident on West Shore Road has cleared trees in the Town right of way (ROW) on the shoreline side of the road, including the removal of trees that violate The Vermont Shoreland Protection Act including those that planted over a decade ago to control erosion of the road. Chair Brzozowy has visited the property and advised the owner of the violation. Additional shoreline clearing must be prevented, as well as action taken for the removal of the trees, therefore a motion was made by Cary Sandvig to authorize Mary-Catherine Graziano to contact the Department of Environmental Conservation (DEC) to begin discussion of taking action, seconded by Joe Deller, all in favor. It was requested that photographs of the area as it currently stands be provided, as well as photos of the area prior to the clearing, if they are available. This discussion will be an agenda item at the next meeting pending a response from the DEC.

- *Trustees of Public Funds - continued discussion of outstanding loan balance due* - The Trustees have provided the Treasurer an invoice for interest due by December 15, 2024. This invoice will be included in the next check warrant, which will be approved in advance of the next meeting, then ratified, to adhere to the deadline. The balance of the loan payment due will be reviewed by the Selectboard over the coming weeks as the budget is prepared to determine how the payment due will be divided over the coming years. Additionally, the Trustees advised that they have a substantial amount of money in their account that now needs to be invested and have asked the Selectboard to advise if they would like to utilize these funds in lieu of a bank-provided bridge loan next summer. This offer will be considered in the coming weeks; the Trustees would like to invest the funds as quickly as possible, and will opt to invest in a short-term, six-month interest-bearing Certificate of Deposit (CD) should the funds be utilized by the Town.
- *2025 Calendar - January 1st meeting rescheduling* - As January 1, 2025 falls on a Wednesday, the Board agreed to hold January Selectboard Meetings on the 2nd and 4th Wednesday of the month for January only. First and third Wednesday meetings will resume in February.

#### 4. **Contracts/Grants/Bids**

- *Laptop for Meeting Room - review proposal/timeline* - Cary Sandvig will circulate a copy of the quote received for review. In order to move the project forward, a motion was made by Mary-Catherine Graziano to authorize Member Sandvig to approve a purchase not to exceed \$3,000, seconded by Joe Deller, all in favor.

#### 5. **Roadways**

- *Road Commissioner Report* - Chair Brzozowy announced that the Rusty Spaulding had filled additional holes on East Shore Road, completed work on the seawall near the Brusca Residence, and continued work in the stump dump. It was noted that the poplar growth on the West Shore Road was once again in need of attention as the root system will crack the seawall in that location. Chair Brzozowy will discuss the work with Richard Hill.
- *Roadside Tree Trimming - review progress* - Richards Tree Service was able to complete an additional two days of work focused on the West Shore Road near New Road and on Quarry Road which will alleviate issues with snow removal this winter. Bruce Noble advised Pat Treckman that he has continued to conduct tree trimming on his own and at no expense to the Town to ensure the safe passage of his snow removal vehicles. In a email prepared for the Selectboard that was read at the meeting by Pat Treckman, Mr. Noble advised that he has been working directly with Eric Richards during the tree removal and that additional work was pending which he will see to personally throughout the Island where ribbons remain on trees and at Lakehurst and Bruley Roads, as well as several additional larger diameter trees in the right of way for which a location was not identified. Mr. Noble has requested volunteer assistance with chipping the debris from the work he is conducting. Mr. Noble expressed his thanks to the Selectboard for arranging the tree trimming and requested that some potholes near the upper half of Nobles Hill Road be filled, if possible.
- *FY2025 Grants in Aid/FY2026 Better Roads Grant - scope of work/application progress update* - Member Treckman will be meeting with the Northwest Regional Planning Commission (NRPC) this week to develop the scopes of work for both projects. Mary-Catherine Graziano and Pat Treckman will work to develop the additional language for the RFP to be issued for bid.
- *Road Commissioner/Road Commission - candidate discussion* - The Selectboard Members have identified candidates who may consider one of the commission positions. After a discussion of the benefits and possible challenges of both a Commissioner and Commission, it was decided to attempt to pursue the Road Commission option, initially to be staffed with two to three volunteers who will divide the extensive tasks included in the job responsibilities, one of whom may be solely responsible for administrative/paperwork tasks. Joe Deller will prepare an overview of the Road Commission to share with the public, which will be reviewed at the next meeting prior to members speaking with individual candidates.

#### 6. **Town Business**

- *.GOV - transition progress update* - The transition remains ongoing, and it was discussed to have a specific email created for the chair of the Selectboard for general communications, such as those from the State; this email would never change and be forwarded to all members. Cary Sandvig will investigate this email addition with Rural Solutions.
- *Salt Shed Camera - update on tree trimming around office, exterior lights* - It is expected that the camera will be installed the week of December 9, 2024.
- *Town Office - update on tree trimming around office, exterior lights* - Peter Brzozowy has contacted an electrician for the exterior lights and several inoperable interior lights and is awaiting a response. Martin Jensen has indicated interest in the tree-trimming and will be followed up with in the coming days.

7. **2025 Budget:**

- *Annual Budget Projects* - Mary-Catherine Graziano will summarize the projects discussed this year and will have the list ready for the upcoming budget meetings, which will include a need for additional staffing in the Town Office for assistant Town Clerk and Treasurer. Pat Treckman requested that deferred tree work be added to the project list.
- *Selectboard Timesheets* - Mary-Catherine Graziano will share a sample timesheet for the members to follow in order to be paid for their work in 2024.
- *Town Report - review expected copy and page increases over contract, schedule for printing expected early December for review and approval* - It was determined that an addendum would again be prepared to keep the cost of the Town Report to a minimum. Copies of the addendum will be made available via the Town website and for pickup at the Town Office.
- *Town Report Expense* - As discussed last year, The Champlain Islands Unified Union School District (CIUUSD) budget report comprises a large portion of the printed Town Report, as such, the Selectboard will issue a letter directly to the chair of the School Board to advise that compensation is being requested to publish the entire school report in the bound copies of the Isle La Motte Town Report.
- *Budget Focused Meetings* - Once the 2024 financial statement is closed, special budget meetings will be held on January 15 and January 29 to finalize the 2025 budget and Town Report. The current budget to actual report was provided by the Treasurer at the meeting, and several reconciliations are pending.

8. **Other Business:** Chair Brzozowy expressed interest in sharing the Town Zoom account with civic groups located on the Island. It was decided to offer the use of the Town Office and the audio visual equipment to civic groups, but that the Town's private Zoom account will not be shared.

9. **Adjourn:** The meeting was adjourned at 8:56 PM, motioned by Cary Sandvig, seconded by Pat Treckman, all in favor.

Respectfully submitted on 8 December 2024 -  
Andrea Carbone

Peter Brzozowy, *Chair*

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Mary-Catherine Graziano

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Cary Sandvig

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Joe Deller

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Pat Treckman

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