

Regular Selectboard Meeting
22 January 2025
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, Karen Brunner, Cathy Tudhope, Dave Andrus, Barbara Callahan, Robin Gutierrez, Michael Simanskas (via Zoom), Kathy Simanskas (via Zoom), Andrew Whipple (via Zoom), Erin Gilligan (via Zoom), Steve Mank (via Zoom), Steven Reeve (via Zoom), Vickie Buswell (via Zoom), Sylvia Jense (via Zoom), Mary LaBrecque (via Zoom), Carmine Centrella (via Zoom)

1. **Call to Order:** Meeting was called to order at 6:02 PM by Selectboard Chair Peter Brzozowy.
2. **Additions to Agenda:** Additions to the agenda included the following requests, all of which were approved for discussion:
 - Karen Brunner requested time to discuss the telephone system upgrade at the Town Office.
 - Cathy Tudhope requested time to discuss the Cemetery Commission during the budget discussion.
 - David Andrus requested time to discuss two emails he had requested be reviewed at the meeting, the first pertaining to the road width at East Shore Road and the second regarding the tree trimming in November that did not utilize flaggers during their work. Chair Brzozowy advised that the road width discussion may be considered for a future agenda upon the hiring of a Road Commissioner or Commission. Chair Brzozowy indicated that the tree trimming/flagging staffing will not be discussed as the work has been completed.
3. **Administration**
 - *Approve Selectboard Meeting Minutes from prior meetings -*
 - 8 January 2025 - A motion to approve the minutes was made by Peter Brzozowy, seconded by Mary-Catherine Graziano, all in favor.
 - 15 January 2025 - A motion to approve the minutes was made by Peter Brzozowy, seconded by Cary Sandvig, all in favor.
 - *Warrants for payroll & payables -*
 - 15 January 2025 - Payroll in the amount of \$3,242.62. A motion to approve was made by Mary-Catherine Graziano, seconded by Joe Deller, all in favor.
 - 15 January 2025 - Payroll Transfer for the Internal Revenue Service and Vermont Department of Taxes in the amount of \$836.74. A motion to approve was made by Mary-Catherine Graziano, seconded by Joe Deller, all in favor.
 - 22 January 2025 - Payables in the amount of \$9,564.14. A motion to approve was made by Mary-Catherine Graziano, seconded by Joe Deller, all in favor. Additional discussion will follow on the monthly cost currently incurred for Rural Solutions.
 - *Road Commissioner - candidate public interview -* Robin Gutierrez was present to interview for the position of Road Commissioner and provided a history of her professional career and prior work as Road Commissioner. The Selectboard reviewed Ms. Gutierrez's qualifications, discussed her experience working with contractors and grants, reviewed her thoughts on road maintenance and how to address emergencies, and advised her on the possibility that there may be additional staff added to create a Road Commission. Ms. Gutierrez requested that, in the event of a major event that would require her to take time off of work, that she be paid hourly during that time, to which the Board agreed. Peter Brzozowy motioned to appoint Robin Gutierrez as Road Commissioner, seconded by Joe Deller, all in favor.
 - *DEC/West Shore Road tree removal - progress update -* There has been no communication as of now from DEC. Mary-Catherine Graziano will follow up via email and phone.
 - *Island Entrance Signage - review project and anticipated budget -* The Board reviewed three bids for new signage provided by Barbara Callahan. The sizing of the signage was adjusted slightly to reflect the actual size of the existing sign. Sylvia Jensen will donate stone to fabricate the pillars or planter for the new signage entrance to help offset the cost for the overall project. Pat Treckman suggested adding a second sign to the quote to include new signage for the Town Office; it was decided to quote a second identical sign which would have space underneath to add lines of text to identify the Town Offices and future tenants or events. The Selectboard would like to move forward with an acrylic sign and will identify a place in the budget for the expense.

4. **Contracts/Grants/Bids**

- *Computer for Digitization* - Cary Sandvig advised that the clone setup of the Town Clerk's desk for the assistant has been approved and is moving forward.
- *Computer for Meeting Room - review proposal/timeline* - A resolution for the meeting room has been completed and will include a stand-alone webcam.
- *Rural Solutions Billing* - Member Sandvig advised that some additional breakout of billable units, some of which include phone time for tickets, which should be taking place via email to save cost, not phone. Additional information is pending.
- *Town Office Snow Removal* - The contract is ready for signature, and it was noted that Mr. Bonneville will utilize his own insurance and not fall under the Town's insurance.

5. **Roadways**

- *Road Commissioner Report* - There is no update on roads, but a telephone pole that was damaged on Nobles Hill Road has been replaced.
- *Road Commissioner/Commission - continued discussion* - There was no additional discussion regarding the Commission at this time.
- *Uniform Municipal Excess Weight Permits - review and approve* - Annual weight permits received by the Town Clerk were circulated for review and approval. Mary-Catherine Graziano motioned to approve Peter Brzozowy to sign all future permits outside of Selectboard Meetings as they are received by the Town Clerk, seconded by Pat Treckman, all in favor.

6. **2025 Budget:**

- *Budget Discussion*
 - Special Meeting - The Board will meet on Friday, January 24 at 6:00 PM to ensure as much work as possible is completed in advance of the proof report due date on Monday, January 27.
 - Selectboard Annual Report - Mary-Catherine Graziano will prepare the Selectboard Annual Report and circulate to the other members for comments.
 - Audit Report - RHR Smith will not begin their onsite audit until February 11, an audit letter is pending receipt for inclusion in the Town Report.
 - 2025 Budget Report - A new spreadsheet has been created for the 2025 budget which has been reorganized as per the discussion at the last meeting. All inputs and changes need to be communicated to Mary LaBrecque or Steve Mank.
 - Articles of Business - It was noted that the articles cannot be finalized until the budget is complete.
 - School Board Report - Sylvia Jensen will advise on the page count for this year's report to ensure that the adequate number of pages are held in the Town Report draft.
 - Cemetery Commission - Cathy Tudhope reviewed the request for 2025, which includes appropriations for mowing and upkeep; it was noted that these two numbers are located on separate lines in the budget. There is currently approximately \$19,000 in their savings account and approximately \$13,000 in the Commission's checking account. The savings account has largely been funded by the forfeiture of the annual stipend for the commissioners. The Commission is requesting \$7,000 in total appropriations for this year, \$6,000 of which has been earmarked for mowing. The landscaper who has been providing service for the cemeteries has now indicated that he may not be interested in the work this year. As such, the Selectboard will approach the landscaping firm who provides care for the Town land to see if they are able to take on the more labor intensive cemetery work.
 - Highway - Several line items will be added to the budget report including Culvert Cleaning, Chloride, Road Commission, and Stump Dump. The Selectboard also reviewed budget figures discussed at the last meeting and updated the figures with the Treasurer and Assistant Treasurer for inclusion in the new budget spreadsheet.
 - Listers - The budget will be updated to include an hourly wage of \$20.00.
 - General Fund - The Treasurer and Assistant Treasurer have projected expenses for contracts and annual expenses. Additional discussions including increases in the budget versus last year for the following:
 - *Telephone* - The expense for a second analog line will double the monthly charge, so a mobile phone will be purchased for the Town Office staff use for long phone calls, such as training or service calls with NEMRC, which will allow the main number to be open for incoming calls. New phones will also be purchased for all users to include a hold function which does not exist on the current phones.

- *Zoom Meetings* - The expense will now be split out from Telephone. New Open Meeting Laws indicate that meetings must be made available for a minimum number of days, but there are currently four years' worth of recordings available on the website. The Selectboard will review this in the coming weeks. The account is currently over the allotted storage quota which is being charged for monthly as an additional cost to the base contact.
- *Northwest Solid Waste Management District* - A new representative will need to be appointed for the upcoming session.

8. **Other Business:** There was no other business to discuss

9. **Adjourn:** The meeting was adjourned at 9:46 PM, motioned by Mary-Catherine Graziano, seconded by Pat Treckman, all in favor.

Respectfully submitted on 24 January 2025 -
Andrea Carbone

Peter Brzozowy, *Chair* _____

Mary-Catherine Graziano _____

Cary Sandvig _____

Joe Deller _____

Pat Treckman _____