

Regular Selectboard Meeting
16 April 2025
6:00 PM
Town Office at Isle La Motte School and via Zoom

In Attendance: Peter Brzozowy, Pat Treckman, Mary Catherine Graziano (via Zoom), Cary Sandvig (via Zoom), Joe Deller, Karen Brunner, Cathy Tudhope, Barbara Callahan, Robin Martin, Andrew Whipple (via Zoom), Sylvia Jensen, Allen Hall, Nate Hayward, Peter Murray, Michele Murray (via Zoom), Ray Gaudette, Andrea Carbone (via Zoom)

1. **Call to Order:** The Meeting was called to order at 6:04 PM by Selectboard Chair Peter Brzozowy.
2. **Additions to Agenda:** Additions to the agenda included the following requests:
 - Peter Brzozowy requested the addition of the approval of the prior meeting's Liquor Control Board Minutes.
 - Peter Brzozowy requested time for Karen Brunner to provide an update on the status of dog licensing.
 - Mary Catherine Graziano requested time for Sylvia Jensen to make a request, topic was unknown.
 - Ray Gaudette was present to speak during the Roadways portion of the meeting.
3. **Administration**
 - *Approve Selectboard Meeting Minutes from 2 April 2025* - A motion to approve the minutes was made by Peter Brzozowy, seconded by Pat Treckman, all in favor.
 - *Approve Liquor Control Board Meeting Minutes from 2 April 2025* - A motion to approve the minutes was made by Pat Treckman, seconded by Joe Deller, all in favor.
 - *Warrants for payroll & payables* -
 - 9 April 2025 - Payroll in the amount of \$2,918.60. A motion to approve was made by Peter Brzozowy, seconded by Joe Deller, all in favor.
 - 9 April 2025 - Payroll Transfer for the Internal Revenue Service and Vermont Department of Taxes in the amount of \$860.28. A motion to approve was made by Peter Brzozowy, seconded by Joe Deller, all in favor.
 - 9 April 2025 - Payables in the amount of \$5,648.79, ratification of Pat Treckman's signature. A motion to ratify was made by Peter Brzozowy, seconded by Joe Deller, all in favor.
 - 16 April 2025 - Payables in the amount of \$5,233.38. A motion to approve was made by Peter Brzozowy, seconded by Joe Deller, all in favor.
4. **Priority Town Business**
 - *Town Lot - seasonal rental advertisement review* - The prior year's lot availability notification was reviewed with no changes to be made to the language other than the due date for the bids which will be revised to Monday, May 5th for opening on May 7th which is the next regular Selectboard meeting. Peter Brzozowy motioned to edit the notice as indicated and release the document for posting, seconded by Joe Deller, all in favor. Allen Hall would like the Town to consider the renting of an additional town lot on West Shore Road, which may be considered in the future. An attendee to the meeting also noted that an area on the lake side of West Shore Road near the Shrine looks to have been excavated, resulting in a void in the area which may need to be addressed.
 - *Cemetery Mowing - discuss RFP* - Chair Brzozowy advised the attendees that standardized bid documents, to be discussed later in the meeting, are being prepared for use. All Town-related work exceeding \$5,000 in expense will be required to enter a formal bid process, the amount of which was voted on by article by residents, and a formal contract will be entered into with awarded contractors/vendors. These accounting policies are being directed by the State of Vermont, and it is the fiduciary responsibility of the Selectboard to ensure the Town adheres to these standards and maintains the voter-approved budget.

Unaware of the procedural expectations, Allen Hall advised that the Cemetery Commission has already verbally retained and made a payment to Joe St. Lawrence for the mowing of the cemeteries or a total of \$9,000, breaking the expense into two separate jobs to satisfy the spending limit. The expense is \$3,000 in excess of budget, the overage which will be paid for by the Commission; the contractor has not raised pricing in five years and the increase was expected. Going forward, it was advised that the practice of parsing work from the same contractor to meet the spending threshold should not be employed, and that all departments will be responsible for following the procedures to be put into place in the coming weeks. The Cemetery Commissioners advised that they would obtain a copy of the Mr. St. Lawrence's certificate of insurance and prepare a written agreement for this season. An additional discussion regarding the Cemetery Commission's mail handling was conducted. Going forward, all mail received by the Town Clerk for the Cemetery Commission will be stamped on the envelope with the received date and placed in their Town Office mailbox to be opened only by the appointed Commissioners.

- *Elected + Appointed Town Officials - review progress filling open positions* - Update pending from Town Clerk Vickie Buswell, openings will be reviewed at a future meeting. Mary Catherine Graziano will speak to Bill Johnson regarding a candidate for Emergency Management Director.
- *Selectboard Office Assistant - discuss job description* - After discussion, it was decided to hold a special meeting on April 30th, 2025 at 6:00 PM to establish a more complete job description for this role, as a number of the duties currently listed are or may be taken on by elected officials. Of critical concern is the role this person will play in assisting the Road Commissioner and the urgent need to fill this important position as soon as possible.

5. Roadways

- *Road Commissioner Report*
 - Lockerby Lane – Road commissioner (RC) raised the question of whether this was a Class 3 town road or private road. Maps in the town office and maps filed with the state show different designations. 2010 map indicated it was private. 2015 map on file with VTRANS labels it a town owned road. RC asked for clarification on this. MC Graziano indicated her belief that it was a town owned road for 1/10 of a mile. RC indicated that if it's a town owned road, it will require upgrading to town road width and quality.
 - Grading of the town's dirt roads – RC Robin will ask about the availability of the town of Alburgh's grader and also informed the SB that Ember's Garden purchased a grader.
 - Ditch material being removed from work on the Main Road just to the south of the marsh will be moved to a section of the seawall on W. Shore. Will be left to dry out and then used as fill for the erosion holes forming at the wall.
 - Discussion ensued about the Hayward subdivision at East Shore and Lockerby Lane. Sylvia raised questions. The property plan was shared with the board and the public.
 - RC reported that she has ordered culverts for the projects to be completed this year from McCuins.
 - RC reported holes on the road at the S curves as you come on or off the island. These will be fixed.
 - RC again stated the need for a more robust ROW policy stating what you can and cannot do or build in the town's right of way. Sees a particular problem from over the years on the West Shore. Referred us to the Town of Milton's policy for more detailed language and information.
 - The SB gave the RC approval to send out a contractor letter and list of equipment to local interested parties for "small job" work for the town. If a local contractor is interested in being on this list, he should contact the road commissioner Robin Gutierrez.
 - RC talked about her idea of how to alleviate the water problem on a section of Church Street. Proposes to approach landowners on Main Street to find a solution.
 - RC is pricing steel plates for the town when we have a failed culvert that needs to be temporarily covered. Is looking at junk yards to see if they might have them instead of buying new.
 - RC indicated she met with Joe Deller at the stump dump to plan for installing gates. Joe to pursue materials to get this job complete this spring.

- RC raised her concern about new property owners on the West Shore (the old Irick farm) and monitoring what they intend to do to access the lakefront at that location.
- A letter of intent went out this week to VTRANS of the town's intention to apply for the 2026 Grants in Aid grant. RC noted that she thinks the next priority culvert will be on the Main Road near the Sibley home. That cross road culvert may be failing.
- *Road Commissioner/Commission* - continued discussion of this was tabled to the next regular SB meeting.
- *Curb Cut Application - review request for 81 Lockerby Lane* - Owner Nate Hayward presented a plan of his subdivision at East Shore and Lockerby Lane. RC indicated she had met Hayward on site and visited the site subsequently and determined that her recommendation for the SB was to approve the application. RC determined that no culvert would be required for the Lockerby Lane driveway being created after conversation with Hayward and viewing the topography of the property. Application approved. Pat Treckman moved to approved, Peter Brzozowy seconded. All in favor. One modification to the application as written was to note that only the East Shore driveway would require culvert placement.
- *Signage - status of installation of new road signage* - Joe Deller is working on this project, will approach local contractors for installation. Will order the two additional street signs needed to replace the stolen signs.
- *Brown Letter West Shore Road* - After discussion by the SB, the RC and interested party Pete Murray, a motion was made for the SB to send out a letter to Mr. Brown, one to the local address and the other to his mailing address in Canada to request additional information and ask him to attend the next regular SB meeting. Permission was not granted to cross the town's ROW to install a new driveway at this time. A motion to issue the letter was made by Peter Brzozowy, seconded by Pat Treckman, all in favor.
- *Standardized Documents for RFPs* - Motion was made by Pat Treckman to forward the documents prepared by Pat Treckman and Mary Catherine Graziano to the town attorney for review. Joe Deller seconded. All approved.

6. Town Business

- *Community Room Kitchen/Emergency Shelter* - Peter Brzozowy met with G & E Extinguishers and confirmed that the fire suppression system is obsolete as the original vendor is out of business; a preliminary quote was reviewed but is being revised it will be vetted with the quote from Impact Fire.
- *Purchasing Policy* - review current version for revision/signatures - The policy was reviewed, and language was added to allow for a more streamlined materials bid and purchase process. It was noted that the \$5,000 spending cap had been established in 2010 and should be revisited by article and voted on by residents at an upcoming election. The Road Commissioner was added to the list of approved purchasing agents, and a final review of the document will be held at the April 30th special meeting, at which time the policy will be executed by the Selectboard should no additional changes be required.
- *Personnel Policy* - review current version for revision/signatures - The policy will be reviewed at a future meeting.
- *ILM 250th Anniversary of the American Revolution Resolution* - additional signatures to finalized resolution and appoint liaison to the State Commission - Mary Catherine Graziano and Cary Sandvig will sign the resolution document when they are next in the office. A State Commission has been established for the 250th Anniversary of the American Revolution, for which Andrew Whipple has volunteered to be the Isle La Motte representative. Peter Brzozowy motioned to approve Mr. Whipple's appointment to the State Commission, seconded by Pat Treckman, all in favor.
- *Records Retention Policy* - continued discussion - Update is pending from the Town Clerk and the discussion will continue at a future meeting.
- *Dog Licenses* - Karen Brunner advised that eighty-five dogs have been registered and thirty-three dogs are pending registration. Delinquent letters will be issued over the coming week.

- *Town Hall Evaluation* - next steps - An update on obtaining a cost analysis for the proposed new foundation work at the building is pending from the Northwest Regional Planning Commission (NRPC). Barbara Callahan advised that similar work had been proposed in the past, and the cost at that time was \$100,000.
- *Exterior Lighting* - update - A contractor has been identified, with the work to be completed in the coming weeks pending the availability of the electrician.
- *Rural Solutions* - recurring charge continued discussion - A review of a document prepared by Cary Sandvig was conducted and discussions included security software and Microsoft 365 (MS365) licenses. The unbudgeted renewing of security software licenses for the office computers will have an impact of \$1,500, but the expense is justified and will be budgeted in future years. Reducing the MS365 licenses for staff will help save about \$500 to offset the security software renewal overage. The discussion will continue at a future meeting.

7. Other Business:

- *Town Office Garden Improvements* - Via Barabra Callahan, Sylvia Jensen volunteered the Isle La Motte Community Organization (ILMCO) to tend to the garden beds at the Town Office for an expense not to exceed \$150 to improve the appearance of the town building. The initiative was approved by motion of Pat Treckman, seconded by Peter Brzozowy, all in favor. In the future, business sponsorships for improving public areas of the Town may be considered.
- *Networking Equipment Purchase* - Cary Sandvig advised that the next phase of the records digitization project includes the planned replacement of networking equipment. The cost is approximately \$3,000 and will be moving forward in the coming weeks.
- *Future Meeting Agenda Prioritization* - Pat Treckman requested that a balance of Town business and urgent Road issues be prioritized for at future meetings, noting that the road conditions on Isle La Motte are at a critical level. Mary Catherine Graziano requested that the urgent Road issues be very focused in scope, with information provided in advance whenever possible to help improve the effectiveness of the discussions held at meetings.

8. Adjourn: The meeting was adjourned at 9:48 PM, motioned by Peter Brzozowy, seconded by Pat Treckman, all in favor.

Respectfully submitted on 20 April 2025 -
Andrea Carbone

Peter Brzozowy, *Chair* _____

Pat Treckman _____

Mary Catherine Graziano _____

Cary Sandvig _____

Joe Deller _____