

TOWN OF ISLE LA MOTTE

Selectboard Special Meeting Minutes

April 30, 2025

6:00 PM at The Isle La Motte Town Office and via Zoom

Attendance: Peter Brzozowy Chair, Pat Treckman Co-Chair, Mary Cathrine Graziano, Cary Sandvig, Joe Deller, Carol Michaels, Debra Langlois, and via Zoom Andrew Whipple and Erin Gilligan.

1. The Meeting was call to order by Chair Peter Brzozowy at 6:01 PM.
2. Additions to the agenda, no additions.
3. Town Business:
 - *Purchasing Policy* – The Selectboard discussed wording on the town's older purchasing policy documents and a few changes were made. Mary Catherine will be updating the document on the agreed changes.
 - *Personnel Policy* – The Selectboard agreed that Mary Catherine would look into the policies of other towns that are similar in size to Isle La Motte and agreed on the town of Wolcott. Mary Catherine will incorporate some of their policy points to our town's policy on a probationary period as mileage-reimbursement, and termination process into the Isle La Motte (draft) policy.
 - *Selectboard Office Assistant* – discuss job description. There was a discussion and some changes to the wording of the job description. Mary Catherine Graziano will update the job description with the agreed changes.
 - *Standardized Documents* – review attorney comments / approve final draft if received by counsel. Pat Treckman will contact the town attorney to add change order language and performance bond percentage specification to bid documents.
4. Other Business:
 - *Meeting agenda discussion* - The Selectboard members to be prepared for the new meeting structure with the second meeting of each month focused on the roads, starting May 21, 2025. Robin will be asked for a bulleted list of road priorities for May.
5. Adjourn: Motion made to adjourn the meeting at 8:02 PM by chair Peter Brzozowy, seconded by Mary Catherine Graziano, all in favor, yes.

Respectively submitted by,
Debra Langlois
Selectboard Clerk

Peter Brzozowy, Chair _____

Pat Treckman, Co-chair _____

Mary Catherine Graziano _____

Cary Sandvig _____

Joe Deller _____