

**Town of Isle La Motte**  
**Selectboard Regular Meeting 10/01/2025**

**Attendance:** Peter Brzozowy, Board Chair, Pat Treckman, Joe Deller Cary Sandvig, Mary-Catherine Grazziano, Donna Bohannon, Andrew Whipple, Erin Gilligan, Anne Jopin-Picard, Karen Brunner, Sylvia Jensen, Barbara Callahan, Robin Gutierrez, Mary LeBrecque (**Via Zoom**) -Vickie Buswell, Carmine Centrella, Andrea Carbone, Ruth Casey, Michael Simanskas

**1 Call to Order** – The meeting was called to order at 6PM by Chair, Peter Brzozowy

**2 Additions to Agenda** – Two additions to the agenda were made.

- Addition #1 – Cary Sandvig asked to talk about a road issue. This was discussed during the roads portion of the meeting.
- Addition #2 – Peter Brzozowy informed those present that Debby Langlois gave her resignation as Board Clerk. This was discussed as the first order of business under “town business”.

**3 Administration**

- Approve Selectboard minutes from 9/17 – Peter Brzozowy motioned to approve the minutes from the 09/17/2025 meeting – Pat Treckman seconded the motion was approved with Joe Deller abstaining.
- Warrants for payroll + payables – review/approve – 4 warrants were approved as follows:
  - Warrant dated 10/01/2025 in the amount of \$4,566.44 - Peter Brzozowy motioned to approve - seconded by Pat Treckman – all in favor - motion carried.
  - Warrant dated 09/23/2025 in the amount of \$1,038.83 – Peter Brzozowy motioned to approve – seconded by Cary Sandvig all in favor - motion carried.
  - Warrant dated 09/23/2025 in the amount of \$4,128.34 – Peter Brzozowy motioned to approve – seconded by Cary Sandvig - all in favor - motion carried.
  - Warrant dated 09/29/2025 in the amount of \$39,967.75 – Pat Treckman motioned to approve – seconded by Joe Deller – all in favor - motion carried. *This was a ratification of Peter Brzozowy's signature.*
- Town Office Water Damage – update – RFP for plumbing approval
  - Peter Brzozowy updated those present as to the status of the insurance amount for the work that has been done as well as the work that will need to be done to bring the building back to the condition it was before the flooding. VLCT (the insurer) will reimburse the town up to \$52,193.45 towards repairing the damage that was caused by the flooding. 80% of that will be reimbursed initially with 20% being held in case of unforeseen repairs once the work has been started. The goal of VLCT is to fully restore the building to its original condition. There will be some additional repairs/replacements that will take place in order to prevent another emergency.
  - The shut off valve has been installed as another safety feature to prevent this from occurring again.
  - Two quotes were received for work that is needed in the pump room.
    - Culligan Water gave an estimated quote of \$15,000+. This included replacing the existing equipment with their own equipment and would require the town pay for a water sample test.
    - Clear Water Filtration submitted a quote of \$5,145. They will utilize the existing equipment and make any adjustments they see are needed. They will flush the lines after the equipment has been adjusted and hooked up, and they will take a water sample. The agreement states that there will be potable water once the work is completed. They estimate the yearly maintenance to be \$135.
      - Peter Brzozowy made a motion to approve the quote from and hire Clear Water Filtration – seconded by Joe Deller – all in favor - motion carried. Peter will sign the agreement and will virtually sign the agreement on 10-2-25 at the office.
      - The flooring and wall repairs were briefly discussed, and discussions will continue.
      - The plumbing work needed to replace the existing copper pipes with non-corrosive pipes was discussed. Mary-Catherine Grazziano created an RFP to be advertised so that plumbers can bid on the work. The Board read the RFP and requested a couple of additional items be added.
        - Peter Brzozowy made a motion to approve signing the RFP once the additions were made – seconded by Cary Sandvig – all in favor - motion carried.

- NRPC – lights and heat pump update - MCG
  - No update at this time.
- 250th Anniversary Celebration – Andrew Whipple was present and informed those present that there would be a meeting on 10-02-2025 starting at 6:45 at the town hall and via zoom. This meeting is to determine what interest there is in the town for participation. More updates will follow.

#### 4 Roadways - priority business

- East Shore Road issue – Robin Gutierrez reported that the crack in the road is about 75 feet in length now (with about 40 feet of that being of concern) and with a width of about an inch and a half to two inches in width in places.
  - Robin put a tarp over the worst spot in the road to prevent rainwater from entering the crack and further widening it. It has also been reduced to one lane until repaired properly.
  - Two different contractors met at the site and both confirmed that although they cannot determine why it is happening, they suggested digging a trench along the worst area, putting large stone in, followed by varying sizes of stone and tamping down in Blaorder to create a solid base, something that it appears was not done when the road was first built.
  - They also determined that a seawall of some sort will eventually need to be established in order to prevent the road from collapsing into the lake.
  - It was established and agreed on by the Selectboard that this needs to be addressed before winter to prevent further damage.
  - The immediate work that is needed is estimated to cost to be between \$6,000 and \$10,000. Three contractors have given quotes for the work.
    - Complete Septic quoted \$140 per hour for the excavator work and \$130 per hour for trucking.
    - Embers Garden quoted \$210 per hour for the excavator work and \$125 per hour for trucking
    - Neither CSS or Embers will haul the large stone due to the damage it can cause to the trucks.
    - Blair Trucking quoted \$125 per hour to haul the large (shot rock) stone.
    - Sylvia Jensen asked if it would be beneficial to hire one contractor for the complete job but Robin reassured all that the three of them would work well together.
    - Peter Brzozowy motioned to empower Robin Gutierrez to contact the three contractors and hire Complete Septic for the excavator work, Ember’s Garden for the hauling materials except large stone, and Blair Trucking to haul the large (sot rock) stone – seconded by Mary-Catherine Grazziano – all in favor – motion carried.
- Tree Cutting/removal – Update – Robin Gutierrez reported that D.J’s Tree Service met with her on Sept. 26<sup>th</sup> to assess the work that was needed to eliminate dangerous trees from the town right of way.
  - Robin reported that this contractor is willing to complete the work and is able to have it completed by the end of October. A ballpark estimate for removal of all trees viewed as dangerous and pre-marked by Robin was \$14,600. This is over the amount set by the board for putting the job out to bid and they want to follow the rules they have set in place.
  - Robin has been trying for months to get a tree service to look at the work and due to the Emerald Ash Borer problem with Ash trees, the only one that has responded was D. J’s. Robin expressed her concern that if the board put the whole job out for bid, no one would bid, not even the one that has shown interest.
  - A suggestion was made to have DJ’s do \$10,000 worth of work and put the remainder of the work out to bid.
  - Landowners will be notified and given the opportunity to retain the wood if desired. A form will be given to each landowner with the option of retaining the wood or not. If they choose to keep it, they will be informed that it will be left on their property and it will be their responsibility to block, split and move it.
  - Pat Treckman requested that a contract detailing the work be drawn up stating the work that will be done with an addition that requires the trees to be chipped unless the landowner wants them for firewood.
  - Peter Brzozowy motioned to hire D. J’s Tree Service to do \$10,000 worth of work with a detailed written contract – seconded by Mary-Catherine Grazziano – all in favor – motion carried.
  - Robin will contact D. J’s Tree Service and employ them to do \$10,000 worth of work, concentrating on the most dangerous trees. Donna Bohannon will draft a request for proposal for the remainder of the work.
  - Robin also mentioned a dangerous tree that is hanging over the boat launch on the West Shore, belonging to the State Fish and Wildlife.
    - Donna Bohannon was asked to contact Fish and Wildlife to inform them of this tree and ask that they remove it.
  - Robin gave an update about the condition of the seawall and the work that needs to be done there.
    - She contacted four contractors, two of whom did not respond to her, one that said the job was bigger than they wanted, and one that submitted an estimate.
    - Martin Jensen DBA TPM LLC. estimated the work at \$3,500 to \$3,750. This will include removal of trees, scoring the stumps and mowing and weed whacking the seawall.

- Peter Brzozowy motioned to authorize Robin Gutierrez to contact TPM LLC and inform Martin that he was hired to do the work – seconded by Mary-Catherine Grazziano – all in favor – motion carried. A certificate of insurance will be required.
  - Robin will contact Martin.
- Street Signs – update – (JD) – No update at this time.
- Location and scope of work for FY’27 grant – Joe Deller and Robin Gutierrez are actively working on this. The scope of work is the historic maple trees. This will have to be identified by road segment. Work will continue.
- \*Addition to the agenda\* - Cary Sandvig was approached by residents on Church Street and asked if the town was going to repair that road before plowing began. They were concerned about the potholes in the road.
- Robin Gutierrez gave an overview of the layout of the terrain around the road, including what there is for ditches and culverts as well as what work could be done to eradicate the problem.
- No decisions were made at this meeting except that the potholes will be patched but this will remain on the agenda.

## 5 Town Business

- \*Addition to the agenda\* - Peter Brzozowy informed all present that Debra Langlois resigned as Board Clerk. They all thanked her for her work and gave well wishes for her and her family.
  - Donna Bohannon has offered to assume the job if the board would like her to.
  - Pat Treckman asked if the method of pay would remain the same or if it should go to hourly pay.
  - Mary-Catherine Grazziano asked if this should be advertised as an open position.
  - Joe Deller asked if the two jobs, Selectboard Clerk and Assistant to the Selectboard, could be combined into one position rather than two separate jobs.
  - This will be added to the agenda for the next selectboard meeting.
  - Pat Treckman motioned to temporarily appoint Donna Bohannon to the Selectboard Clerk position – seconded by Cary Sandvig – all in favor - motion carried.
- Errors and Omissions – Treasurer – Mary LaBrecque presented the following errors and omissions for approval
  - Monique Billings – parcel ID 11475 in the amount of -\$40,200 – the camper has been removed from the campground.
  - Debby Austin – parcel ID 11521 in the amount of \$12,200 – a new camper was brought into the campground.
  - JoAnne Manning – parcel ID 11522 in the amount of \$22,300 – a new camper was brought into the campground.
  - R.J and JoAnne Wells - parcel ID 11524 in the amount of \$30,500 – a new camper was brought into the campground.
  - Jennifer Broe – parcel ID 11523 in the amount of \$31,100 – a new camper was brought into the campground.
  - The amount added to the Grand List is \$55,900.
  - Mary-Catherine Grazziano motioned to approve the Errors and Omissions as presented – seconded by Peter Brzozowy – all in favor – motion carried.
- There was a brief discussion about the need (or not) to borrow money from the Trustees.
  - Sylvia Jensen gave an overview of the funds that are available and the funds that will become available at later dates.
  - The Treasurer is confident that there is enough money in the budget for the work that is needed.
  - There may be a need to borrow from the Trustees in December as work on the office building continues.
- Rec. Department – recommendations RE: Veterans Park – The Recreation Department held a special meeting on September 23<sup>rd</sup> to discuss a reported incident that happened on a swing at Veterans Park.
  - The incident reported that a child had sustained an injury – the rec. committee did not have details of the incident.
  - As an Advisory Board, the Rec. Dept. can only make recommendations to the Selectboard. It is then up to the Selectboard to act on those recommendations.
  - The Recreation Committee made the following two recommendations to the Selectboard:
    - *“the removal of all swings and the slide at Veterans Park for safety reasons until such time that those areas are upgraded to meet insurance recommendations.”*
    - *“should there be an interest in providing an adaptive swing for public use ahead of a grant fund award, the Selectboard should coordinate with the family who has reportedly purchased an adaptive swing to facilitate its acquisition and professional installation at the swing set located at the Town offices after it is determined the adaptive swing is code compliant.”*
  - It was brought to the attention of the Selectboard that there was not a formal complaint filed at the town office, or a call to the office, but rather a social media message was sent to one Selectboard member.
  - Ultimately, after discussing this matter, the Selectboard made the following motion based on the Rec. Committee’s recommendations:
    - Peter Brzozowy motioned to remove all swings at Veterans Park as soon as practical – seconded by Mary-Catherine Grazziano – all in favor – motion carried.

- Peter Brzozowy and Michael Simanskas volunteered to remove the swings (chains and seats only, not the structure) and will coordinate a time that is convenient for both of them.
  - There was some discussion about removing the slide. Peter and Michael will assess that slide while at the park completing the swing removal.
- Burying Yard Point cleanup review. – Barbara Callahan provided before and after photos of the Buying yard as well as explaining the work that was done there.
  - She asked that the mowing contract be expanded to include this area as one of the spots that will be mowed.
  - Peter Brzozowy complimented the improvement that was made – the Board agreed that it looked better.
  - It was explained that the term for the mowing contract is done this year, and it will be going out for bid again. The Board will discuss adding this to the contract.
  - Peter expressed his concerns about the signs that get placed in this area. He expressed that this is a cemetery and should be treated with the respect a cemetery deserves.
  - The Planning Commission has offered to assist with writing an ordinance or policy to address signage on that area along with working on a traffic and road naming policy.
  - Peter stated that he and Assistant to the Selectboard, Donna Bohannon, have talked about this previously.
  - Donna stated that she had some information gathered currently and will share that with the Planning Commission.
  - Discussion about signage etc. will continue.
- Grant review for Pavillion – Sylvia Jensen reminded all present that the Selectboard had agreed in the past to support the building of a new, 20'X40' pavilion up to the dollar amount of \$12,500.
  - Sylvia has been researching available grants to help fund the project and has found that most of them have a 50/50 match requirement and that they have to come from the Selectboard.
  - She is asking that the Selectboard allow the Planning Commission to seek the help of Northwest Regional Planning Commission in attaining grants and that the town support the grants once established.
  - Peter Brzozowy motioned to empower the Town Planning Commission to seek the help of NRCP in procuring grants – seconded by Joe Deller – all in favor – motion carried.
  - Mary-Catherine Grazziano will preview the grant once established, prior to the Selectboard approval or denial.
- Personnel Policy – Review support for Background Check additions – Tabled at this time.
- Traffic Ordinance – plan to change speed limits & update street signs – Peter Brzozowy read the amendment to all present.
  - Once signed, the amendment will need to be posted to 5 places in the town as well as on the town website. This will allow 60 days for public comment.
  - Peter Brzozowy motioned to adopt the Traffic Ordinance amendment as written – seconded by Cary Sandvig – all in favor – motion carried.
  - This document will be posted as required.
- Kitchen Fire Suppression system – Update if any –
  - The agreement was signed by Peter Brzozowy at a previous meeting and the original copy along with a check for 50% of the cost was mailed so the work can be scheduled.
- Emergency exit sign work needed
- Electrical work needed – no update at this time.
- Dog Ordinance – Public input if any – No input – the ordinance will be effective as of 10/19/2025.

## 6 **Budget for 2026**

- Budget spreadsheets – Begin budget work – A special budget meeting was scheduled for 10/08/2025 to begin at 6pm and will be posted as required.
- Auditor input / training for the selectboard – dates available? – Mary-Catherine Grazziano will email the auditors availability to the Selectboard, and they will choose a date that works for the majority.

## 7 **Other Business** - No other business was brought before the Board.

## 8 **Adjourn** – At 9:41pm Cary Sandvig motioned to adjourn – seconded by Pat Treckman – all in favor – motion carried – meeting adjourned.