

**Town of Isle La Motte**  
**Selectboard Regular Meeting Minutes (Roads)**  
**December 17, 2025**

PRESENT Chair, Peter Brzozowy, Joe Deller, Mary-Catherine Graziano, Cary Sandvig,  
Assistant Town Clerk, Karen Brunner, Road Commissioner, Robin Gutierrez, Bruce Noble,  
Board Clerk, Donna Bohannon

VIA ZOOM: Vice-Chair, Pat Treckman, Andrew Whipple, Cathy Tudhope

Call to Order – Meeting was called to order at 6:26PM by Chair, Peter Brzozowy

Additions to Agenda – No additions

Administration

- Approve Selectboard minutes from 12/03 (Regular meeting), 12/09 (Budget meeting)
  - The minutes with signature lines were not available.
  - These minutes will be added to the next meeting agenda.
- Warrants for payroll + payables – review/approve – Five warrants were reviewed and approved as follows:
  - Warrant dated 12/08/2025 in the amount of \$67,015.04 – Cary Sandvig motioned to approve the warrant as presented– seconded by Joe Deller – all in favor – motion carried. This was a ratification of Peter Brzozowy’s signature
  - Warrant dated 12/17/2025 in the amount of \$1,485.39 – Peter Brzozowy motioned to approve the warrant as presented – seconded by Joe Deller – all in favor – motion carried.
  - Warrant dated 12/17/2025 in the amount of \$5,847.43 – Peter Brzozowy motioned to approve the warrant as presented – seconded by Pat Treckman – all in favor – motion carried.
  - Warrant dated 12/17/2025 in the amount of \$795,341.42 – Peter Brzozowy motioned to approve the warrant as presented – seconded by Joe Deller – all in favor – motion carried.
  - Warrant dated 12/15/2025 in the amount of \$8,591.12 – Joe Deller motioned to approve the warrant as presented - seconded by Cary Sandvig – all in favor – motion carried. This was a ratification of Peter Brzozowy’s signature.
- Town Office Water Damage – update
  - Peter Brzozowy informed all present that there were several updated regarding the flood damage and the work that will be ensuing because of it.
    - The first items that Peter spoke about was the plumbing contract with Bernie Gage and the contract with Liquid Stone for the flooring in the town meeting room (gym).
    - He informed all that both contracts were prepared and reviewed by the town attorney who gave them his approval.
    - Peter would like the Board to authorize him to sign both contracts once the contractors have signed them agreeing to the terms.

- Cary Sandvig motioned to give Peter Brzozowy the authority to sign said contracts once they are received from the contractors – seconded by Mary-Catherine Graziano – all in favor – motion carried.
- The second item that Peter discussed was information about the work in the pumproom to make the water system usable so potable water will be running through the building.
- He informed all that Clearwater Filtration was at the building to work on the system and discovered several additional items that need attention that were not on the original assessment.
- One of the items that they discovered is the tanks that store the water need to have a drain valve installed and be put on a pedestal base.
- The other two tanks will be taken offline but left for use in the future if needed.
- The additional cost to have the extra work done is estimated at \$4,283.26 and that includes the valves, pedestals and replumbing.
- Clear Water Filtration provided an additional agreement for signature for said items.
- Peter Brzozowy motioned to approve the changes in the amount of \$4,283.26 – seconded by Joe Deller – all in favor – motion carried – Peter signed the agreement.
- Clear Water Filtration also provided Peter with a maintenance agreement that would initially be a one-year agreement.
- The amount of the contract is \$140 per month.
- Clear Water will test the water, provide the correct strength of chlorine, maintain chlorination and provide training to whomever the town chooses so the town can continue to maintain it without Clear Water needing to be on site.
- Peter Brzozowy motioned to approve the maintenance contract as written - seconded by Pat Treckman – all in favor – motion carried- Peter signed the maintenance contract.
- The third item that Peter Brzozowy presented was a contract for rugs at the entry points of the building.
- A quote was received from Cintas in the amount of \$140 per month.
- This would include the rugs being changed once a month or as needed.
- Peter Brzozowy motioned to approve the contract with Cintas as written – seconded by Joe Deller – all in favor – motion carried – Peter signed the contract.
- The final item that Peter presented was an update about the maintenance contract with C.S.I for the heating system.
- He informed all that there were a couple of pieces that failed in the heating system but have since been repaired.
- He also informed all that C.S.I discovered a couple other problems that were a result of the flood from May.
- They discovered control boards that were directly under where the pipe burst causing the flood and that are subsequently damaged beyond repair and due to the age of the control boards, replacement parts are not available.
- There were also some air control valves damaged and will also need to be replaced.
- C.S.I informed Peter that the new control valves would be “on-line” so they can be monitored remotely by C.S.I.

- The amount of the agreement is \$16,000, which is the discounted rate given to the town because they have a maintenance contract with C.S.I.
- Cary Sandvig expressed his opinion about the company having access to the towns internet and suggested that they be on a different router than the town to eliminate access to secure town information.
- Peter Brzozowy motioned to approve the agreement for \$16,000 with C.S.I. – seconded by Joe Deller – all in favor – motion carried.
- It was made clear that this was a direct result of the flood damage caused by the pipe bursting and should be covered under the insurance.
- C.S.I. recommends that if the boiler gets replaced in the future, that the town consider a propane boiler as a replacement.
- The estimate for this work was \$16,000 and should be covered at least in part by insurance as the damage was a direct result of the flood.
- Cary will coordinate the separate internet access points.
- 250th Anniversary Celebration – update - A. Whipple
  - Andrew Whipple was present via Zoom and informed all present that the group had met on 12/04/2025 to discuss several possible activities for the 250th Celebration.
  - They reviewed the logo for the group and talked about installing informational kiosks to direct visitors to historic sites on the Island.
  - He also informed all that the group is researching grants and other possible sources of income to help lower the cost of the celebration.
  - Andrew also informed all that the group is working with the Historical Society and is considering celebrating with them for the rededication of Burying Point Yard in August.
  - The discussions will continue and the next meeting of the group is scheduled for January 8<sup>th</sup> at 6:45 via Zoom.

#### Roadways - priority business

- Tree Removal in the ROW - rotted and dangerous trees (Update)
  - Robin Gutierrez informed all that she has been working with D.J's Tree Service and has come up with a list of potential trees that need to be removed.
  - She has it isolated to trees that MUST be removed for safety of anyone traveling the Island roads, and others that the town would like to have removed.
  - D.J's is willing to work with Robin and the town to remove as many of the trees (and limbs) as they can for the \$9,999 contract.
  - They will review the list that Robin will provide and in turn provide the town with a list of the work they will complete.
  - This will remain on the agenda until work is completed.
  - Robin Gutierrez informed all present that there is a grant available through VTRANS that is designed around safety, such as tree removal, guardrail replacement and proper signage.
  - Robin would like to explore the possibility of the town applying for this grant.
  - The grant is a \$0.00 matching grant and Kyle Grenier from NRPC is willing to assist with the application.
  - Selectboard Assistant, Donna Bohannon volunteered to assist with this grant application if the Board would like her to.
  - The Board supports Robin working with Kyle Grenier and Donna Bohannon on applying for this grant.
- Signage – status of ordering / cataloguing replacement road signs – (Shed relocation efforts)

- Peter Brzozowy informed all present that the two sheds on location at the town office are empty and could be utilized for road-related items such as signs.
  - This will remain on the agenda.
- Delineators for Main St. – update
  - Robin Gutierrez informed all present that she installed many delineators but that she noticed a couple other places they could be of use.
  - Robin asked Bruce Noble to talk to her if he notices other locations that they would be beneficial.
  - Bruce noted that there is one location on New Road that would be beneficial.
- Location and scope of work for FY'27 grant - update (Maple Trees)
  - Joe Deller completed this and it has been submitted.
- Preparation of RFPs for two 2026 grant projects; PLUS, Post Office culvert project – (Update)
  - Three locations have been established for culvert work, two of which will be covered by grants and one that will not.
  - Cary, Joe and Pat are each working on different locations, Joe and Pat are covering the grant-related locations and Cary is covering the non-grant-related location.
  - This will remain on the agenda and RFPs will go out after January 1<sup>st</sup>.
- Highway classification status discussion: Lighthouse Point Road & Lockerby Lane
  - Peter Brzozowy informed all present that these two roads are Class 3 roads but should be Class 4 as they are not wide enough to be considered Class #.
  - There was some discussion about the process involved with declassifying a town road and about the work that would be necessary to make these roads compliant with the classification of Class 3.
  - The discussions will continue until resolved.

#### Town Business

- Errors and Omissions – Treasurer –
  - No Errors and Omissions currently.
- *NRPC – lights and heat pump update – (January meeting)*
  - A quote has been received for the work to replace the existing lights with LED.
  - No further discussion was had at this meeting.
  - Mary-Catherine will continue to work with Efficiency Vermont
- Emergency exit sign repair
  - This has been completed and will be removed from the agenda.
- Veterans Park Pavilion Grant Award – Project plans and Timeline
  - The grant has been awarded in the amount of \$13,500.
  - Tabled until such time that Sylvia Jensen is available to provide an update.

#### Budget for 2026

- Quick overview of progress
  - The budget is being worked on and is close to finished.
  - The next budget meeting will be held on December 29<sup>th</sup> from 6PM to 8PM at the town offices, via Zoom and Via Teams.

#### Other Business

- Peter Brzozowy presented an application to work in the Town Right of Way.
- The application is for work at 3118 West Shore Road and involves installation of power lines from the main house on the lake side of the road to the garage on the non-lake side of the road.
- Denis Irick will be performing the work if this is approved.

- Robin Gutierrez will confirm with Denis Irick that the road will not be excavated for the work to be completed.
- Peter Brzozowy motioned to approve the application to work in the town R.O.W provided Denise Irick confirms that the road will not be excavated – seconded by Cary Sandvig – all in favor – motion carried.
- Selectboard Assistant Donna Bohannon informed all present that the website hosting has been moved over to Alpine Web Media and that some files will need to be reuploaded but that she will make sure it is done.
- Peter Brzozowy informed all that he received two letters from RHR Smith, the auditing firm hired by the town to perform the yearly audit.
- One of the letters was a confirmation letter that the town audit is scheduled on site for January 8<sup>th</sup> and the other letter was an engagement letter.
- Mary LaBrecque signed the letter acknowledging the date of the audit and Peter Brzozowy is asking to be authorized to sign the engagement letter.
- Mary-Catherine Graziano motioned to approve Peter signing the engagement letter – seconded by Joe Deller – all in favor - motion carried – Peter signed the engagement letter.

Adjourn – At 8:11PM Peter Brzozowy motioned to adjourn – seconded by Mary-Catherine Graziano – all in favor – motion carried – meeting adjourned.

Respectfully submitted by,

Donna L. Bohannon

Assistant to the Selectboard / temporary Selectboard Clerk

Peter Brzozowy Chair 

MaryCatherine Graziano 

Joe Deller 

Pat Treckman 

Cary Sandvig 