

**Town of Isle La Motte**  
**Selectboard Regular Meeting Minutes**  
**December 3, 2025**

**Present:** Chair, Peter Brzozowy, Vice-/chair, Pat Treckman, Cary Sandvig, Joe Deller, Road Commissioner, Robin Gutierrez, Assistant Town Clerk, Karen Brunner, Board Clerk, Donna Bohannon **VIA ZOOM:** Michael and Kathy Simanskas, Nelson Martel (representative from SHKS Architects), Sylvia Jensen, Tony Menard (representative from SHKS Architects), Bryce M.

**Call to Order** – Meeting was called to order at 6:00PM by Chair, Peter Brzozowy

**Additions to Agenda** – Two additions were requested by Pat Treckman:

Addition #1: Conversation about contributing to the purchase of a dog trap for the Animal Control Officer

Addition #2: Adding sanding to the Lockerby Lane plowing agreement.

Both additions were discussed under “Town Business”.

**Administration**

- Approve Selectboard minutes from 11/19 regular roads meeting
  - Peter Brzozowy motioned to approve the minutes as written – seconded by Cary Sandvig – all in favor - motion carried – minutes approved.
- Warrants for payroll + payables – review/approve - Peter Brzozowy read the itemized warrants to the board – three warrants were approved as follows:
  - Warrant dated 12/03/2025 in the amount of \$1,178.47 - Peter Brzozowy motioned to approve - seconded by Pat Treckman – all in favor - motion carried.
  - Warrant dated 12/03/2025 in the amount of \$5,044.76 – Peter Brzozowy motioned to approve – seconded Cary Sandvig – all in favor - motion carried.
  - Warrant dated 11/24/2025 in the amount of \$38,988.99 – Pat Treckman motioned to approve – seconded by Joe Deller – all in favor - motion carried. This was a ratification of Peter Brzozowy’s signature.
- Old Town Hall – Construction / Revitalization updates – SHKS Architects via Zoom – The presenter was having some technical difficulties and requested to move further down the agenda. This topic was resumed after the Executive Session.
- Executive Session (If Necessary) for the purpose of reviewing plumbing bids (contracts) Per 1 V.S.A. § 313(a)(1)(A).
  - Peter Brzozowy recapped the information from previous meetings to include the information that there were two contractors who submitted bids to the town and that both were sent a series of questions for clarification.
  - Both contractors sent their responses to those questions.
  - It was determined that a premature open discussion could be detrimental to the town if the Board did not agree on a contractor and released the bid amounts prematurely.
  - At 6:10PM Peter Brzozowy made a motion to enter Executive Session for the purpose of reviewing plumbing bids (contracts) Per 1 V.S.A. § 313(a)(1)(A) - seconded by Joe Deller – all in favor – motion carried – Board in Executive Session.
  - Karen Brunner, Assistant Town Clerk was invited to attend the Executive Session.
  - At 6:29PM Peter Brzozowy made a motion to come out of Executive Session – seconded by Cary Sandvig – all in favor – motion carried – Board out of Executive Session.

- Peter Brzozowy recapped again that both contractors were sent follow up questions for clarity on their bids and both bidders sent replies.
  - The two bidders were Bernie Gage Plumbing and Heating and Elite Construction.
  - One contractor, Bernie Gage, was clear and concise in their response, and the other, Elite Construction elaborated more on aspects of the town hall repairs other than just the plumbing portion.
  - Elite Construction's bid was almost double that of Bernie Gage for just the plumbing portion.
  - Peter Brzozowy made a motion to proceed with preparing a contract to send to Bernie Gage Plumbing and Heating - seconded by Mary-Catherine Graziano – all in favor – motion carried.
  - Karen Brunner was asked to prepare the contract to be sent to Bernie Gage so work could begin quickly.
  - Sylvia Jensen asked if the amounts of the bids could be announced – Peter Brzozowy stated that as soon as the contract was executed, the amounts would become public.
- Old Town Hall – Construction / Revitalization updates – SHKS Architects via Zoom – This topic was resumed here.
  - Tony Menard informed all present that SHKS Architects was originally asked to look at the old Town Hall and the current Town Hall (the old elementary school) to assess possible repairs or modifications could be made to them for better usability.
  - He explained to all that they first focused on the old town hall and presented two scenarios – demolition of the building and cleanup of the site or overhaul the entire building and make it useable, safe, dry and warm.
  - Tony shared via Zoom screen sharing the attached HERE slides, explaining the cost difference between the two options.
  - The cost to repair the Old Town hall would be between \$40,000 and \$50,000.
  - In order to bring the building up to code and make it safe, dry, warm and accessible the cost would be \$1,162,699.
  - Tony further explained what would be involved in the work to bring the building to code and make it safe, dry, warm and accessible.
  - Cary Sandvig asked about slide one and the need for a new foundation because of moisture.
  - Tony Menard explained that because of the topography, a footing drain could not be installed, therefore, a new foundation is recommended.
  - Joe Deller asked if they could get a better breakdown of the cost of demolition, for example how much of the cost labor vs. disposal.
  - Tony explained that it was a one- or two-day job and most of the cost would be disposal.
  - He will provide a better breakdown.
  - Pat Treckman noted that there are four bathrooms in the proposed remodel and wondered if the existing septic would be sufficient and pass state requirements.
  - She was informed that there is currently a holding tank that was approved in the past and since it isn't being proposed to be a residence and would not be used as often as home would, that it should be sufficient.
  - Sylvia Jensen also asked why a new foundation was needed.
  - Tony Menard explained again that moisture was a liability to the building and since a footing drain could not be installed, the foundation would need to be replaced.
  - Mary-Catherine Graziano stated that the reason SHKS was brought on to make the assessments is because of their access to a structural engineer.
  - The Board agreed that the slide presentation will be available to the public and there was some discussion about another meeting.
- Town Office Water Damage – update: Review / Approve plumbing & flooring contracts
  - The plumbing portion of this topic was discussed earlier in the meeting.
  - The flooring for the town office was discussed here.
  - Peter Brzozowy informed all present that there were three quotes for the floor in what was the cafeteria and is now where town meeting and voting takes place.
  - Peter explained that there were different options for flooring, including replacing the tile, plank flooring and epoxy flooring.

- He also explained that the insurance company (PACIF) would provide reimbursement for the replacement of the existing tile flooring but that if the town wants to improve, there may be an ability to have some of that extra cost reimbursed as well.
- The cost for epoxy flooring is the greatest, but it will also last the longest as it is warranted for as much as 35 years and can last as long as 50 years.
- Karen Brunner pointed out that the existing vaults cannot be moved over tile flooring without putting plywood down to slide them over but that the vaults could be moved over epoxy floors as they are tough.

The group (Flood Group) that was formed to keep track of the information for repairs to the building from the flood that happened in March, suggested that the floors to the gymnasium (town meeting/voting room) be done first. That was suggested so that town meeting could take place in the usual location rather than trying to find a temporary spot on the island.

- Two of the three quotes received listed epoxy as an option.
- Elite Construction quoted for the flooring in the entire building and would want to do the whole job at once, requiring the building to be emptied entirely. This would require that no one would be able to work from the office. Karen Brunner broke down the quote to get the cost for just the town meeting/voting room. That quote broke down was \$18,352.45 plus removal of the old flooring at extra cost.
- Karen also stated that the Flood Group suggested asking the chosen contractor if they could include the hall and bathrooms, which would increase the cost slightly.
- The goal is to have the town meeting room and bathrooms finished before mid-February so town meeting and voting could be safely held in the town meeting room.
- Liquid Stone sent a quote for the town meeting/voting room and can do the rest of the building one room at a time at that convenience of the town.
- After discussions Peter Brzozowy motioned to pursue a contract with Liquid Stone – Pat Treckman seconded - all in favor – motion carried.
- Karen Brunner was asked to draft a contract to present to Liquid Stone.
- NRPC – Town Hall lights and heat pump update - MCG – (Update via Zoom) ▪ No presentation was given at this meeting.
  - Mary-Catherine will pursue getting quotes for the replacement of the lights to LED and installing heat pumps in place of the existing system.
- 250th Anniversary Celebration
  - Andrew Whipple was not present at this meeting.
  - Peter Brzozowy informed all present that there would be a meeting (not a selectboard meeting) on December 4<sup>th</sup> at 6:45 at the town office and via Zoom.

## Town Business

- Errors and Omissions – Treasurer – No Errors and Omissions.
- Request for proposal (RFP) for townwide reappraisal – The requests went out recently and there is no update at this time.
- Kitchen Fire Suppression system – Update
  - Peter Brzozowy informed all present that the fire suppression system has been installed.
  - The fire inspector approved the work, and the system is fully operational.
  - It was also mentioned that the grease trap and the exhaust ducts will need to be cleaned out before the stove is used.
  - It was noted that CSS has been hired in the past to clean the grease trap.
  - Sylvia Jensen suggested that Matt Brouillette, Director of Operations for three of the Island Schools, would be a good resource to contact for suggestions.
  - This will be pursued and arrangements for the work will be made.
- Review / Approve DJ's Tree Service round 2 of Dead and Dangerous tree removal

- Robin Gutierrez reported that she spoke with DJ's Tree Service about duplicating the previous contract with a different set of trees and they agreed to it.
- Robin pointed out that there are several trees that are not in the town right of way but have large overhanging limbs that are and would like to have DJ's remove the limbs if they are willing to.
- Robin was given board approval to talk to landowners and DJ's to determine the best course of action.
- Robin will produce a list of trees and DJ's will submit a proposal of work that takes priority.
- She has been looking at trees on Church Road, Bruley Road, East Shore, Shrine Road and what she calls "Little Canada" for possible trees needing to be removed.
- Robin also reported that one of the historic maple trees on Church Road is damaged and will most likely not live. She wanted it to be on record that the tree is old and in rough condition, so it was noted before work on Church Road begins next year.

Robin Gutierrez will compile the list of trees slated for removal and send the list to DJ's Tree Service so they can assess what ones are top priority.

- Robin and Donna Bohannon, Selectboard Assistant will work together on notifying landowners and gathering information about which ones would like to retain the wood from the tree removal. •

Emergency exit sign (in the Town Hall) work needed – Update on quotes

- Two quotes were received for the replacement of the emergency exit lights.
- There was some discussion about doing a comprehensive plan for all of the electrical work that needs to be done but it was determined that because the emergency exit lights were pointed out at an inspection, that should be focused on first.
- The board agreed that the emergency exit lights would be done by the contractor they choose and that contractor would be asked to assess any other areas of concern that would be considered code violations.
- Michael Simanskas suggested asking the contractor that worked on the fire suppression system to go through the building and assess other possible code violations and get a quote from them.
- The two quotes that were received were for Lamos Electrical in the amount of \$4,500 and Vermont Electrical Contractors in the amount of \$1,998.
- Peter Brzozwy informed all present that the quotes were for the same work, replacement of eleven emergency exit lights and signs.
- After some discussion, Peter Brzozowy motioned to offer the work to Vermont Electrical Contractors for \$1,998 – seconded by Joe Deller – all in favor – motion carried – Peter Brzozowy signed the proposal.
- Donna Bohannon, Selectboard Assistant was asked to contact them and schedule the work.

- Discuss changing ILM Town Website hosting service

- There has been discussion in the past about seeking out another web host as there have been issues with the current host.
- Alpine Web Media is a local web designer and host and has sent in a quote equivalent to the current webhost.
- There was some discussion about the problems with the current host and that they are not new problems but don't seem to be resolved. Lag time in posting to the website is one of the biggest problems.
- After discussing the problems and the benefits of switching, it was decided that a change should be made.
- Cary Sandvig motioned to switch from the current Webhost to Alpine Web Media as soon as possible – seconded by Mary-Catherine – all in favor – motion carried.

Donna Bohannon, Selectboard Assistant was asked to contact both webhosts to organize the change. •

Discuss Increasing Zoom Costs; potential Benefits of changing from "Zoom" to "Team Meets"

- This topic has been brought up in the past as the cost of Zoom continues to increase and Teams is included in the Microsoft package that the town currently uses.
- It was decided that a link to the Teams platform would be included on the budget meeting agenda for the 12/09/2025 meeting to see if it would be a good option.
- Teams will be added as a sign in option to attend the upcoming budget meeting.
- Discussions will continue.

- Addition #1: Conversation about contributing to the purchase of a dog trap for the Animal Control Officer

- Pat Treckman informed all present that the Animal Control Officer, Jim Benson, would like to purchase dog traps to safely trap dogs that were running at large. He would like to have each of the towns that he works for contribute to the cost.
- Pat Treckman motioned to approve up to \$100 to be paid to Jim Benson for Isle La Motte's portion of the purchase of dog traps – seconded by Cary Sandvig – all in favor – motion carried,
- Addition #2: Adding sanding to the Lockerby Lane plowing agreement.
  - Pat Treckman informed all present that she received a call from Bruce Noble because he pulled a bus out of the end of Lockerby Lane where it was backed in to turn around.
  - Pat explained that she asked John Beaulac to sand Lockerby Lane for an extra cost. John will use town sand to make the road safe for the bus to turn around and for trucks driving down that road for construction work that may be taking place.

#### Budget for 2026

- Budget spreadsheets – Progress updates
  - Progress is being made and will continue.
- Set a date for next budget meeting.
  - The next budget meeting is scheduled for 12/09/2025 from 6:00PM to 8:00PM.

#### Other Business - No other business.

**Adjourn** – At 8:26PM Peter Brzozowy motioned to adjourn – seconded by Cary Sandvig – 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

