

**Town of Isle La Motte**  
**Selectboard Regular Meeting (Roads) Minutes**

November 19, 2025

**Present:** Chair, Peter Brzozowy, Vice-/chair, Pat Treckman, Cary Sandvig, Joe Deller, Road Commissioner, Robin Gutierrez, Board Clerk, Donna Bohannon **VIA ZOOM:** Andrew Whipple, Sylvia Jensen, Tom D'Aguiar, Vickie Buswell

**Call to Order** The meeting was called to at 6:05 by Chair, Peter Brzozowy

**Additions to Agenda** – Three additions were requested as follows:

Addition #1: Board Clerk Donna Bohannon requested that the minutes from the 11/12/25 meeting be added for approval.

Addition #2: Chair, Peter Brzozowy requested that “ticket books for Jim Benson” be added after the Town Office water damage update.

Addition #3: Vice-Chair, Pat Treckman requested that a conversation about road reclassification be added.

**Administration**

- Approve Selectboard minutes:
  - 11/04 (Budget meeting) – Peter Brzozowy motioned to approve the minutes from the 11/04 meeting as written – seconded by Pat Treckman – all in favor motion carried.
  - 11/05 (Regular meeting) – Peter Brzozowy motioned to approve the minutes from the 11/05 meeting as written – seconded by Cary Sandvig – all in favor – motion carried.
  - Addition #1 entered here – 11/12 (Budget meeting) – Peter Brzozowy motioned to approve the minutes from the 11/12 meeting as written – seconded by Pat Treckman – all in favor – motion carried.
- Warrants for payroll + payables – review/approve – Peter Brzozowy read the itemized warrants to the board – four warrants were approved as follows:
  - Warrant dated 11/19/2025 in the amount of \$1,143.35 - Peter Brzozowy motioned to approve - seconded by Pat Treckman – all in favor - motion carried.
  - Warrant dated 11/19/2025 in the amount of \$4,535.17 – Peter Brzozowy motioned to approve – seconded Pat Treckman – all in favor - motion carried.
  - Warrant dated 11/18 / 2025 in the amount of \$405,120.65 – Peter Brzozowy motioned to approve – seconded Pat Treckman - all in favor - motion carried.
  - Warrant dated 11/12 / 2025 in the amount of \$7,987.09 – Cary Sandvig motioned to approve – seconded by Pat Treckman – all in favor - motion carried. This was a ratification of Peter Brozozwy's signature.
- Town Office Water Damage – update (Plumbing bid responses due 12/02/2025) – Peter Brzozowy gave a brief update about the bids that had been submitted previously for plumbing work, as well as a quote to have the cafeteria floor finished so it would be ready for Town Meeting.
  - Peter informed all present that there were two bids submitted previously for the pluming work that is needed in the town offices.
  - He explained that there was some clarification needed from both bidders and the request for clarification was sent to both. They will have until December 2<sup>nd</sup> to respond to the request.
  - A quote was received from Liquid Stone, a company that pours epoxy flooring. The quote was just for the cafeteria floor so that it would be safe to hold Town Meeting in that room.
  - The quote is \$19,345 with tile removal and disposal or \$17,520 without.
- Addition #2: Ticket books for Jim Benson (Animal Control Officer).
  - Peter Brzozowy informed all present that for Jim Benson to be able to issue tickets, a 4-digit department coded would need to be issued from the Judicial Bureau.
  - The information needed to get that code is a letter and application from the Town signed by the Selectboard Chair.
  - Peter read the proposed letter to all present.
  - Pat Treckman motioned to approve moving forward with the application and letter and that Peter sign both – seconded by Cary Sandvig – all in favor - motioned carried.
  - Peter Brzozowy signed the letter and application.

- 250<sup>th</sup> Anniversary Celebration – update - A. Whipple
  - Andrew Whipple was present via Zoom to give an update about the 250<sup>th</sup> Celebration.
  - Andrew reported that the Commission has met twice and came up with several ideas for the celebration.
    - One suggestion is that Isle La Motte possibly join in the Alburgh Independence Day parade.
    - Another possible idea is an August celebration.
    - A third idea is to install informational kiosks around the island indicating what and where there are historical sites on the island and that there may be some grants available to defray the cost.
    - The commission is still hoping to appoint a commissioner and if anyone is interested in that or in helping with the celebration they are encouraged to attend the next meeting.
  - Andrew also reported that there will be another meeting of the commission on December 4<sup>th</sup> at 6:45pm via Zoom and in the town office.
  - Cary Sandvig inquired about the amount of funds that the commission may need and suggested that if they need to request funds from the town that they do that sooner than later as the budget is being worked on currently and will be wrapped up in the next several weeks.
  - Cary also mentioned that there is line item in the budget for special projects and suggested that if the commission needs funds from the town that it could be added to that line of the budget.

#### Roadways - priority business

- Contract with John Beaulac regarding plowing of Lockerby Lane and Lighthouse Point Road
  - Pat Treckman informed all present that the agreement with John Beaulac is not a contract, but more of a quote of work and that there has not been a contract in the past, just the agreement.
  - Pat also stated that the agreement and the certificate of insurance were received.
  - The amount for plowing during the 2025-2026 season is \$3,200.
  - Pat is going to inform Beaulac Excavating to inform them that the Town of Isle La Motte would like them to plow Lockerby Lane and Lighthouse Point Road for the 2025-2026 season.
  - Pat is also going to request that they plow a double wide path or as wide as possible for the ingress and egress of trucks and emergency vehicles.
- Data collection and submission updates on FY 2025 Completed grant culvert projects
  - This is completed except for updating the MRPG map, which Pat Treckman is taking care of.
  - This will be removed from the agenda.
- Preconstruction Summary Form completion for FY 2026 grant GA1045 (awarded \$11.5K with 20% ILM match) (Grant Agreement 9/3/25 requests a site visit)
  - Joe Deller is working on this and will inquire about a site visit.
  - This will be addressed at the next Roads meeting.
- Tree Removal in the ROW - rotted and dangerous trees (Update)
  - Pat Treckman reported that the trees indicated in the agreement with D. J's Tree Service have been removed and that they did a wonderful job.
  - Pat also reported that there is still money in this year's budget for the removal of more trees and suggested another contract with D. J's for another \$9,999 to remove more trees.
  - The board agrees with Pat that D. J's did a nice job and they asked Robin Gutierrez, Road Commissioner, to mark more trees that are in the Town right of way and pose a danger.
  - Robin Gutierrez will contact D. J's Tree Service to ask them about another contract.
  - Pat Treckman will contact them to thank them for the job well done.
  - This will be added to the next Roads agenda.
- Signage – status of ordering replacement road signs
  - The discussion about the signs focused on taking an inventory of the signs in the town's possession currently and making a list of the signs that will need to be ordered.
  - Robin Gutierrez reported that there is a state website that can be accessed for the ordering of signs at a better rate than the town can get.
  - Robin reported that the State website is currently being updated but that she will continue to check on the progress and suggested that a larger order may offer a better price.

- Robin also reported that some of the guardrails are missing reflectors and that some of the guardrails themselves are missing.
  - Sylvia Jensen informed all present that an anchor left behind when work was done is at her house – Robin will pick it up.
- Application to work in ROW – 2885 West Shore Rd – gravel driveway - Thomas D'Aguiar and Alexandra Rondeau.
  - Peter Brzozowy informed all present that an application had been received for a driveway to be installed at 2885 West Shore Road.
  - Pat Treckman recused herself from the discussion.
  - There was some discussion about the placement of the driveway and Robin Gutierrez made a suggestion based on past experiences with run off from driveways.
  - Peter Brzozowy advised against comparing to other areas and to take look at this one for what it is, not what others have been.
  - Thomas D'Aguiar, the owner of the lot in question, was present via Zoom and spoke about the reason the driveway location was chosen and about his qualifications to make the decision.
  - There were not any other questions, comments or concerns.
  - Peter Brzozowy motioned to approve the application as written – seconded by Joe Deller – Pat Treckman recused herself – all others in favor – motion carried – driveway application approved – Peter Brzozowy signed.
- Church Road pothole repairs – update.
  - Robin Gutierrez reported that the potholes have been filled in.
  - She also reported that it took all of the cold patch the town had on hand and that more needed to be purchased.
  - Robin also stated that she will contact Pike Industries to ascertain the cost of a load of cold patch vs. purchasing by the bag, as buying in bulk is a better option.
- Delineators for Main St. – update
  - Robin Gutierrez reported that the delineators will be installed the week of 11/24/2025.
- Location and scope of work for FY'27 grant - update
  - Joe Deller submitted the paperwork for the FY'27 Better Roads Grant
  - Updates will follow as needed in 2026.
- Compensate Bruce Noble for tree trimming work done outside of the scope of his contract?
  - Bruce Noble requested that some trees on East Shore Road be trimmed before the roads need to be plowed as they will hit his truck.
  - Peter Brzozowy suggested contacting John Yartz about trimming with a flail.
  - There was some discussion about brush-hogging that is needed at Brothers Camp, Quarry Rd and East Shore Rd.
  - Robin Gutierrez will visit the areas in question and make a recommendation about the removal of cedars and trees.
- Holes in Nobles Hill Rd repairs needed before snow.
  - Robin Gutierrez reported that the holes have been filled in.
- Piles of crushed stone on Nobles Hill Rd. need to be leveled before snow.
  - Robin Gutierrez questioned the location of the stone piles and was informed by Peter Brzozowy that the location was misstated, the location is the S-curves coming off the bridge.
  - Robin explained why the piles of stone are there and asked if the Board approved of using the excess stone to fill in the holes left by the popple trees that were devastated by the ice storm.
  - The Selectboard members present agreed that Robin could use the stone to fill in the holes left by the decimation of the popple trees at the S-curves after the bridge.
- Traffic Ordinance amendment to speed limit – update
  - Peter Brzozowy reported that the amendment became effective as of 11/16/2025 and this will be removed from the agenda.
  - Peter will locate an old 45MPH sign and install it as a temporary measure until new signs are ordered.
- Preparation for RFPs for two 2026 grant projects with the possibility for a third culvert project – begin discussion.
  - Pat Treckman informed all present that there will be a need for two, possibly three RFPs for road and culvert work in 2026.
  - The Selectboard divided the work into three different projects, two of which will be done under grants.
    - Pat Treckman will work on one of the grant projects with Robin Gutierrez, Joe Deller will work on one of the grant projects with Robin and Cary Sandvig will work on the non-grant project with Robin.

## Town Business

- Errors and Omissions – Treasurer - None for this meeting.
- NRPC – lights and heat pump update – MCG – Mary-Catherine was not present – no updates at this meeting.
- Emergency exit sign repair (quotes received?)
- Donna Bohannon, Selectboard Assistant, reported that one quote had been received, one quote was still pending and one contractor will be coming to assess the work on 11/26/2025.

- This will remain on the agenda.
- Revised Town Report contract – Peter Brzozowy reported that the revised contract had been signed and returned to REPRO.
- Sylvia Jensen, via Zoom, asked if there was a comparison between the report being printed with and without the full school budget report vs just a summary page.
- Peter Brzozowy reported that yes there was, and the difference was about \$500. Eliminating the pages that the full school budget report consumes is a savings of about half the price.
- Food pantry insurance update – Peter Brzozowy provided and update.
- Peter reported that he had spoken with the insurance company, PACIF through VLCT and they expressed concerns about having a food pantry on site at the Town Office.
- One concern was that the food would draw vermin to the office and that is a health issue.
- The major concern they had was that the office was being opened during no-business hours to accommodate people getting food. They highly recommend against that practice.
- A representative from PACIF is willing to attend a meeting and talk to the Board as a whole.

#### Budget for 2026

- Quick overview of progress – No budget meeting update at this meeting.
  - A budget meeting will be scheduled at the next regular meeting on December 3<sup>rd</sup>.

#### Other Business:

- Robin Gutierrez requested that there be a discussion about seminars and training for road related education.
- This will be added to the next Road meeting currently scheduled for 12/17/2025.
- Joe Deller reminded the Board that a contract with the Humane Society of Chittenden County (HSCC) needed to be signed.
- The contract remained the same as the previous year,
- Peter Brzozowy motioned to approve the signing of the contract once HSCC signed it 0 seconded by Pat Treckman – all in favor – motion carried – Peter will come into the municipal office and sign the contract once he receives word that HSCC has signed and returned it to the town.

**Adjourn** - At 8:04PM Pat Treckman motioned to adjourn – seconded by Joe Deller – 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

