

**Town of Isle La Motte**  
**Selectboard Regular Meeting Minutes**

November 5, 2025

**Present:** Board Chair, Peter Brzozowy, Vice-chair, Pat Treckman, Joe Deller, Cary Sandvig, Karen Brunner, Sylvia Jensen, Board Clerk, Donna Bohannon, Treasurer Mary Labrecque VIA ZOOM- Mary-Catherine Bryce M.

**Call to Order** – Meeting called to order at 6:02PM by Chair, Peter Brzozowy

**Additions to Agenda** – Six additions were requested as follows and addressed as described:

1. Addition requested by Cary Sandvig – Update on Bruce Noble contract for plowing – addressed under roads portion of the meeting.
2. Addition requested by Cary Sandvig – Alarm activated due to winds – addressed under town business portion of the meeting.
3. Addition requested by Pat Treckman – Sidewalk snow removal contract - addressed under town business portion of the meeting prior to Executive Session (if needed).
4. Addition requested by Peter Brzozowy – Contract for town report printing – addressed under town business portion of the meeting prior to Executive Session (if needed).
5. Addition requested by Peter Brzozowy – Sylvia Jensen request for signature on grant request form – addressed under other business portion of the meeting.
6. Addition requested by Mary-Catherine Graziano – Talk about a “Little Free Pantry” – addressed under town business portion of the meeting.

**Administration**

- Approve Selectboard minutes –
  - Peter Brzozowy motioned to approve the minutes from the 10/15 – regular meeting – Seconded by Cary Sandvig – all in favor - motion carried.
    - Peter Brzozowy motioned to approve the minutes from the 10/20 - special meeting with auditors – seconded by Pat Treckman – all in favor – motion carried.
    - Peter Brzozowy motioned to approve the minutes from the 10/22 – special budget meeting - seconded by Pat Treckman – all in favor - motion carried.
- Warrants for payroll + payables – review/approve

Peter Brzozowy read the itemized warrants to the board – seven warrants were approved as follows:

- Warrant dated 11/05/2025 in the amount of \$1,042.46 - Peter Brzozowy motioned to approve - seconded by Pat Treckman – all in favor - motion carried.
- Warrant dated 11/05/2025 in the amount of \$4,188.56 – Peter Brzozowy motioned to approve – seconded Pat Treckman – all in favor - motion carried.
- Warrant dated 11/04/2025 in the amount of \$6,734.70 – Cary Sandvig motioned to approve – seconded Pat Treckman - all in favor - motion carried. This was a ratification of Peter Brozozwy's signature.
- Warrant dated 10/22/2025 in the amount of \$28,767.86 – Cary Sandvig motioned to approve – seconded by Joe Deller – all in favor - motion carried. This was a ratification of Peter Brozozwy's signature.
- Warrant dated 10/22/2025 in the amount of \$3,648.83 – Pat Treckman motioned to approve – seconded by Cary Sandvig – all in favor - motion carried – This was a ratification of Peter Brozozwy's signature.
- Warrant dated 10/22/2025 in the amount of \$940.07 – Pat Treckman motioned to approve – seconded Joe Deller - all in favor - motion carried - This was a ratification of Peter Brozozwy's signature.
- Warrant dated 10/28/2025 in the amount of \$35,231.48 – Pat Treckman motioned to approve – seconded by Cary Sandvig - all in favor - motion carried. This was a ratification of Peter Brozozwy's signature.

- Town Office Water Damage – No update at this time.
- Addition # 3 addressed here – ○ MOU with Keith Bonneville or snow removal on town office sidewalks – Pat Treckman informed all present that Keith Bonneville agreed to keep the office sidewalks cleared through the winter at the same rate as last year and that he signed the contract agreeing to such. Peter Brzozowy motioned to approve and sign the contract – seconded by Pat Treckman – all in favor – motion carried – Peter Brzozowy signed the contract.
- Addition # 4 addressed here – contract for town report printing. ○ Peter Brzozowy informed all present that the company used for printing town reports, REPRO Printing, sent the new contract to the town.
  - Peter explained that if the specs remained the same as last year, 300 copies of a 56 page report, the cost would be \$1,038.30 and a price could be locked in for 2 or 3 years if the Board decides to sign the contract for those years.
  - There was some discussion about omitting the full education report and would instead, add a synopsis of the report in the town book as the full education report is almost half of the town book.
    - The town would make the full report available online and via office printing if requested.
  - Sylvia Jensen expressed concern about omitting the education report and questioned if the cost savings would be enough to justify omitting the full report.
  - No decision was made at this meeting. ○ Donna Bohannon was asked to contact REPRO about a quote with only 30 pages vs the usual 60.
  - This topic will be added to a future agenda.
- Executive Session (If Necessary) for the purpose of opening plumbing bids (contracts) Per 1 V.S.A. § 313(a)(1)(A).

Peter Brzozowy informed all present that two bids have been received for the plumbing work that is needed at the town office. He explained that in the event neither of the bidders were chosen and in the event that the bid may need to go back out for rebidding, it was prudent to enter executive session so dollar amounts were not discussed in open forum at this time.

- At 6:29 Peter Brzozowy motioned to enter into executive session – seconded by Cary Sandvig — all in favor – motion carried. Karen Brunner, as a vital part of the group knowledgeable about the repairs needed, was invited to join the board in executive session.
- At 7:16PM Peter Brzozowy motioned to leave executive session – seconded by Cary Sandvig – all in favor – board out of executive session.
- It was determined in executive session that there was clarification needed from both bidders and no action was taken as a result of executive session. Karen Brunner will contact bidders to get clarification.
- NRPC – lights and heat pump update – ○ Mary-Catherine Graziano informed all present that the grant funding ends on December 31<sup>st</sup> of this year. MaryCatherine will send the proposed scope for energy resilience to the other board members.
  - The Board was in agreement that they would like MaryCatherine to invite the grant administrators to a meeting to present the information about applying for the grant.
  - This topic will be added to a future agenda.
- 250th Anniversary Celebration – ○ Peter Brzozowy informed all present that there will be a meeting on 11/06/2025 for anyone interested in being a part of the organization of the celebration.

## Town Business

- Errors and Omissions – ○ Treasurer/Lister, Mary Labrecque was present at the end of the meeting and presented one error for correction.
  - A camper owner sent a letter of grievance to the Listers because the camper was assessed without consideration of the salvage title it held.
  - The Listers reevaluated the camper and the value changed from \$30,000 to \$18,300 as appropriate.
  - Pat Treckman motioned to approve this error - seconded by Cary Sandvig – all in favor - motion carried – E&O approved.
- Request for proposal (RFP) for townwide reappraisal – ○ Treasurer/Lister, Mary Labrecque was present at the end of the meeting to present the RFP the Listers are proposing to send to prospective companies.
  - Mary explained to all present that the town of Isle La Motte needs a reappraisal. She also informed all that it is difficult to find a reappraisal company to do the work.

- Cary Sandvig requested that the RFP include a cost difference with the campers being reassessed vs. not having them reassessed by the appraisal firm. ○ Sylvia Jensen suggested that the town try to combine with a neighboring town such as North Hero or Grand Isle to make it more appealing to potential firms.
- Mary Labrecque stated that both North Her and Grand Isle have been reappraised recently.
- Mary will put together another RFP that will include the campers.
- The RFP will be addressed at the budget meeting that will be held on Wednesday, November 12<sup>th</sup>, 2025.
- Kitchen Fire Suppression system – Update – ○ Peter Brzozowy informed all present that Impact Fire had installed the new system on Monday, November 3<sup>rd</sup> but there was some wiring that needed to be replaced so they would be coming out to finish the work but there would be not additional cost as it was all part of the contract for work.
- Emergency exit sign work needed – ○ Donna Bohannon informed all present that one contractor is scheduled to visit the office on 11/26 and that she had also reached out to several others but had not heard back.
- Addition number 2 addressed here – ○ Cary Sandvig informed all present that he received a call at midnight from the alarm company about an alarm activation at the front door of the municipal office.
  - Cary was informed that the State Police would not respond as the town is missing a permit. Noone knew what permit was needed. ○ Cary Sandvig will contact the alarm company and Karen Brunner will contact the State Police to assess what permit is needed.
- Addition # 6 addressed here – ○ MaryCatherine Graziano informed all present that she would like to add a little free pantry for nonperishable food to be added with the refrigerator.
  - MaryCatherine explained that she spoke with Town Clerk, Vickie Buswell about the idea but that Vickie was “on the fence” about the idea.
  - Joe Deller asked if she was asking that a shelf be added next to the new refrigerator in the entry to which MaryCatherine said yes.
  - Karen Brenner explained that Vickie was concerned about adding dry goods as it would attract mice and other rodents and the possible liability it could place on the town.
  - Joe Deller asked the refrigerator was being managed as that was an initial concern when the request to purchase that was first brought up.
  - Karen said that there were some “hick-ups” at first but it is being managed better now.
  - It was stated that the Board was clear on and is still clear on that the refrigerator maintenance NOT fall on the office staff.
  - Pat Treckman suggested that VLCT be contacted to ascertain what, if any liability the town would have for providing free food to the public. ○ Karen Brunner was asked to reach out to VLCT.
  - This topic will be added to a future agenda.
- Traffic Ordinance – change in Speed limit, as adopted - 3rd notice - Public comment – if any ○ Peter Brzozowy explained to all present that the amendment to the ordinance was in its final stage of being adopted.
  - The beginning of the 60-day period for public input began on September 17<sup>th</sup>, 2025 and this would be the last public meeting for input. The amendment will be effective as of November 16<sup>th</sup>, 2025.
  - Sylvia Jensen expressed concern about raising the speed back to 45 MPH and suggested that the board look at the speed limit in neighboring towns with similar road conditions.
- Addition #1 was addressed here – ○ Cary Sandvig informed all present that there were a couple of items to discuss about the contract the town has with Bruce Noble
  - Cary explained that Bruce had trimmed trees in the town right of way to be sure his plow would not be hit by them.
  - Cary also explained that tree trimming was not part of the plowing contract, but that Bruce did it without expectation of reimbursement.
  - There was some discussion among the board about reimbursing Bruce for his time ○ This topic will be added to a future roads meeting.
  - Cary Sandvig also explained that there are some cedars on Quarry Road that need to be trimmed before snow plowing begins.
  - Cary also explained that there are a couple of holes that need to be filled and four or five piles of stone on Nobles Hill Rd that will need to be removed before snow plowing starts.
  - This topic will be added to a future roads agenda.

- Budget spreadsheets – progress updates from 11/04/2025 budget meeting. ○ Peter Brzozowy informed all present that the Selectboard and Treasurer have been working on the budget and have been making good progress.
  - The next budget meeting will be held on 11/12/2025 to start at 6PM.
- Auditor input / training for the selectboard – Results of meeting – ○ Peter Brzozowy informed all that the meeting with the auditors went well and that they were complimentary about the towns finances. The audit report can be found on the town website: <https://islelamotte.us> or a paper copy can be found at the municipal office.

#### Other Business

- Addition #5 was addressed here – ○ Sylvia Jensen was present to ask the board to sign the grant paperwork for a municipal grant to be used for the construction of a pavilion in Veterans Park.
  - The board at a previous meeting had authorized the Rec. Department to work with Emily Kloft at NRPC for this grant.
  - Sylvia did not have the details of the grant agreement entered into the paperwork at the meeting therefore the board was not willing to authorize Peter Brzozowy to sign it.
  - Sylvia explained that there had already been approval from the Selectboard to allocate \$12,000 for the building of the building of the pavilion and that those funds were being held by the town for the purpose.
  - Sylvia also explained that the grant deadline is Monday, November 10<sup>th</sup>, 2025.
  - There was more discussion about this topic and it was decided that the board would authorize Peter to sign the paperwork once completed.
  - Cary Sandvig motioned to allow Peter Brzozowy to sign the grant agreement that Sylvia Jensen would send to him by Sunday, November 9<sup>th</sup>, contingent on the grant not being more than \$27,000 – seconded by Pat Treckman – all in favor – motion carried.
  - Sylvia will complete the grant paperwork and send it to Peter Brzozowy and the full board for their review and Peter will sign it before Monday provided it is as expected.

**Adjourn** – At 8:26pm Peter Brzozowy motioned to adjourn – seconded by MaryCatherine 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

