

Town of Isle La Motte
Selectboard Meeting Minutes from 10/15/2025 (Roads Meeting)

Present – Board Chair, Peter Brzozowy, Vice-Chair, Pat Treckman, Joe Deller, Cary Sandvig (via zoom), Robin Gutierrez, Donna Bohannon, Kathy Tudhope, Ruth Casey. - Also present via Zoom – Andrea Carbone, Karen Brunner, Anne Jopin Picard, Laura Miraldi, Andrew Whipple, Barbara Callahan

- **Call to Order** - Meeting was called to order at 6PM by Chair, Peter Brzozowy
- **Additions to Agenda** - Pat Treckman requested two items be added to the roads portion of the meeting –
 - Potholes on Church Road – request that they bill filled in before winter
 - Delineators for portions of Main St. – Request that they be installed.
 - Both items were added at the end of the “roadways – priority business” section.
- **Administration**
 - Approve Selectboard minutes from 10-01 & 10-08
 - Peter Brzozowy motioned to approve the minutes of the 10/01/25 regular selectboard meeting as written – motion seconded by Joe Deller -all in favor – motion carried.
 - Peter Brzozowy motioned to approve the minutes of the 10/18/25 special budget meeting as written - seconded by Joe Deller – all in favor – Pat Treckman abstained as she was not present at the meeting - motion carried.
 - Warrants for payroll + payables – review/approve
 - Peter Brzozowy read the itemized warrants to the board – 4 warrants were approved as follows:
 - Warrant dated 10/08/2025 in the amount of \$1,244.08 - Peter Brzozowy motioned to approve - seconded by Joe Deller – all in favor - motion carried.
 - Warrant dated 10/08/2025 in the amount of \$5,457.52 – Peter Brzozowy motioned to approve – seconded Pat Treckman motion carried.
 - Warrant dated 10/08/2025 in the amount of \$ –5,049.50 – TCary Sandvig motioned to approve – seconded by Joe Deller - all in favor - motion carried. This was a ratification of Peter Brozowy’s signature.
 - Warrant dated 10/14/2025 in the amount of \$7,767.68 – Pat Treckman motioned to approve – seconded by Joe Deller – all in favor - motion carried.
 - Town Office Water Damage – update (Plumbing Bidders Meeting 1pm 10-20)
 - Peter Brzozwy updated all present that the for Proposals (RFP) went out and has several bidders packets have been
 - There will be a bidders meeting on Monday, October 20, 2025 at 1PM. Bids will be due by November 3rd close of business and sealed bids with proper attachments will be opened at the regular Selectboard meeting scheduled for November 5th, 2025.
 - Donna Bohannon updated all present that Clear Water Filtration will be on site on November 12th, 2025 at 8am to update the filtration system in the building so there will be potable water in the office.
 - Auditors visit to offer input / training – update MCG
 - Peter Brzozowy informed all present that auditors from the auditing firm will be joining via zoom for a special informational meeting on Monday, November 20th at 6PM – Board Clerk will post the agenda.
 - 250th Anniversary Celebration – update - A. Whipple - Andrew Whipple gave an update.
 - Andrew informed all present that the meeting held earlier in the month was an information gathering meeting to determine if there was interest from residents to organize a celebration for 2026.
 - He announced that 10 people attended the meeting and showed interest in creating a group to organize events for the 250th anniversary celebrations.
 - Andrew also mentioned that a committee chair is needed and interested parties could contact him.
 - He also mentioned that the Historical Society would be discussing the subject at their meeting to garner more interest.

- **Roadways - priority business**

- East Shore Road repairs – COMPLETED (cost update only) – The project is complete.
 - Robin Gutierrez reported that the project went well and all three contractors worked well together for the benefit of the town.
 - Robin also reported that the road is repaired and reopened but there are still some issues that will need to be addressed in the future.
- Data collection and submission updates on FY 2025 Completed grant culvert projects – update given by Pat Treckman.
 - Pat reported that the paperwork for both grants, the Better Roads Grant and the Grants in Aid, are almost complete and should be ready for Peter Brzozowy's signature by the week of 10/20/2025.
 - Pat also reported that the final cost of the grant for New Road and West Shore came in close to the quoted amount and that the final cost of the grant for Turner Dale and West Shore came in under the estimated amount.
- Location of and scope of work for FY 27 Better Roads grant application due OCTOBER 31, 2025 – Update given by Joe Deller.
 - Joe Deller reported that Dan Judkins, Better Roads coordinator, met with to talk about the scope of work for the 2027 Better Roads grant application.
 - The area that is the focus for this application is on East Shore and includes 2 road segments.
 - Dan informed Joe that it didn't appear that culverts would need to be installed, but rather the road would be raised, creating a ditch where one doesn't currently exist. This would help keep the water off the road.
 - Robin Gutierrez spoke about the concern being historic maple trees that will be impacted by the runoff.
 - Robin explained that instead of culverts, the newly created ditch would need to be lined with stone and possibly box dams.
 - Joe Deller will draft the scope of work and forward it to the team to preview and recommend alterations.
 - Joe also informed all present that Dan Judkins explained that the town only qualifies for a category B grant.
- Seawall Tree Removal – COMPLETED (no update required) – The job is completed and looks great!
- 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) – Robin Gutierrez and Joe Deller will be completing the work on this.
 - There was a question about why a site visit was requested. The answer was that it is in the grant agreement.
 - Pat Treckman informed all present that there may be someone coming to Isle LaMotte for a site visit to update the Road Erosion Inventory due to the fact that because of new rules, Isle LaMotte's numbers for non-compliant road segments has gone up.
- Tree Removal in the ROW - rotted and dangerous trees (Update on previous proposal) – Robin Gutierrez and Joe Deller traveled the town roads and numbered the trees that are to be removed from the Town right of way.
 - Robin informed all present that there are three trees marked for removal that are also in the power lines and that Vermont Electric Power will need to remove these trees.
 - Donna Bohannon will make the contact with VEC to ask that they remove the trees that are in the power lines.
 - DJ's Tree Service (the contractor) sent over a revised quote for removal of most of the remaining trees. The quoted amount is \$9,999. The quote is ready to be signed.
 - Pat Treckman informed all present that the proper procedure is to send a contract to the contractor for their signature first and the Selectboard Chair, with agreement from the Board, will sign once received back.
 - Pat informed all present that the Board had been waiting for the new proposal from DJ's Tree Service so the contract could be completed properly. The contract is now close to being ready to send to the contractor. This will be completed this week and sent to the contractor for signature.
 - Robin informed all that she will hand deliver and/or mail the form for the landowners to sign, indicating if they want the wood left on their property or if they want it to be removed and chipped.
 - Robin also informed all that there is one tree located at the boat launch on the West Shore that should be removed by Fish and Wildlife as it is on their property, not the Town right of way.
 - Kathy Tudhope has a good contact for Fish and Wildlife and will give that information to Donna Bohannon so she can make that contact to recommend removal of the tree.
 - There was some discussion about a "drop dead date" for the contractor to complete the work. Initially the contractor thought they could have the work done by the end of October but the delay in completing the contract has pushed that out to later.
 - It was agreed that if the work is completed by the end of December that would be agreeable to the Board.
 - A certificate of insurance will also be required as is customary.
 - Peter Brzozowy motioned to approve the proposal as written, contingent on DJ's Tree Service signing the contract and providing a certificate of insurance – seconded by Pat Treckman – all in favor – motion carried.

- **Signage** – status of installation of replacement road signage (Joe) – Joe Deller updated all present on this topic.
 - Joe reported that he had not been able to find out how it was determined where the contractor that replaced the signs on Isle LaMotte got the information as to what signs went where.
 - Joe recommended that the changes take place as the Board voted and the signs be changed accordingly.
 - There was some discussion about where the original signs went that were taken down by the contractor hired by the state. It is assumed that the contractor took the signs as they were not given to the town.
 - Robin Gutierrez informed all present that there are several signs needing to be changed as they are wrong.
 - The board discussed using one of the old signs that is in the possession of the town to change the speed limit sign at the south end of the island back to 45MPH. A new state compliant sign would need to be ordered.
 - Robin Gutierrez will get information for signage purchase.
- **Traffic Ordinance** – change in Speed limit, as adopted 2nd notice – Peter Brzozowy gave and update.
 - Peter informed all present that the Ordinance amendment has been advertised in the Islander, on the website and in 5 places around town as required. This meeting serves as the second public meeting for comment, and none has been received. The sixty-day warning period is about halfway done.
- **Additions** -
 - **Addition #1 - Potholes on Church Road** – A resident of Isle LaMotte asked a Selectboard member if the potholes could be filled before winter.
 - Robin Gutierrez informed all present that there is some cold patch in the town's possession but that the steel plates need to be installed on Nobles Hill Rd before it is used anywhere else. This is a priority to make Nobles Hill Rd safe for the plow.
 - Robin explained that she is hoping to have this completed next week before it rains.
 - Robin will look at Church Road to determine what can be done.
 - She explained why the road is in the condition it is in and a lot of it is because of Sucker Brook. Previous landowners abutting Sucker Brook would keep their areas cleared and that does not happen now, causing runoff on the road. She requested that she and Joe Deller visit two of the landowners and explain to them what is causing the road erosion and ask that they maintain the section of Sucker Brook abutting their property as landowners in the past had done.
 - Joe and Robin will schedule a time that is suitable to visit the landowners.
 - **Addition #2 – Delineators for Main Street.** – Pat Treckman requested that delineators be installed in a couple of areas on Main Street that are narrow and noted for cars going in the ditch.
 - Robin Gutierrez informed all present that the 12 delineators ordered previously are spoken for and will be installed in other locations.
 - There was some discussion about the delineators that are in the town shed and are better suited for the sides of roads.
 - Robin will gather the existing delineators and assess what they need to be installed. She said that they will need reflective tape at the tops in order to make them visible, especially at night.
 - Donna Bohannon will order reflective tape and research delineators to find the correct ones. She will share what she finds with Robin to make sure they are the correct ones before presenting them to the board for possible purchase.

• **Town Business**

7:05 PM

7:35 PM

- **Errors and Omissions** – Treasurer - No errors and omissions presented at this meeting.
- **Cemetery Commission Financial report and Budget request for 2026** – The financial report was presented to the Selectboard by Kathy Tudhope.
 - Kathy reported that most of the business is conducted between April and October.
 - She also reported that there is some damage to the fence at North Cemetery and that a quote was given to them from Martin Jensen of \$1,500 to replace the damaged rails.
 - The Commission is requesting a contribution of \$12,000 for restoration and tree trimming.
 - Robin Gutierrez asked Kathy if the Cemetery Commission had any plans to put flags or markers on the graves of soldiers prior to the 250th celebration.
 - Kathy explained that most of the funds are for perpetual care and that only the interest from those funds can be used. The funds paid for perpetual care cannot be used.
 - Kathy also explained that the cost to mow the cemeteries increased this year and the cemetery commission had to pay the added expense without assistance from the town.
 - She also informed all present that there is no fence around Bruley Cemetery and that by state regulations, there needs to be.

- Rec Dept. - request to rope off parking lot Pickleball court. Ruth Casey asked the Selectboard if ropes could be installed around the parking area to the pickleball court as it has been newly painted and there was some concern about snowmobiles riding over it in the winter and ruining the new paint.
 - There was some discussion about the risks and liability associated with putting buckets of dirt or concrete in that area since it would be possible that snowmobiles and possibly other vehicles driving in that area and if snow covered, the buckets wouldn't be seen, and the buckets could potentially do damage to the vehicle or worse to the driver.
 - Financial report – submitted on 10/12 – No information was given on this – Selectboard has the report.
 - Budget request for 2026 – submitted on 10/12 - No information was given on this – Selectboard has the request.
- NRPC – lights and heat pump update – MCG – No update at this meeting.
- Kitchen Fire Suppressant system – Update start date – The contractor received the contract and the first half of the fee. They will contact Andrea Carbone when they know the date they will be coming to do the work.
- Emergency exit sign repair (quotes received?) – Donna Bohannon reported that the only contractor that replied to her was Shaw Electric. They have not set a date yet to visit the office to determine what needs to be done.
- Dog Ordinance – Effective date 10/19/2025 – This is the last public meeting for residents to speak about the newly adopted Dog Ordinance. The ordinance will be effective on 10/19/2025 and this will be removed from the agenda.
- **Budget for 2026**
 - Quick overview of progress on 10-08
 - Peter Brzozowy informed all present that there was a budget meeting on 10/08/2025 and discussions began about the general budget. No numbers were finalized at that meeting. Meetings and discussions will continue.
 - Set a date for next budget meeting – the next budget meeting will be held on 10/22/2025 to begin at 6PM and will go until 8PM.
- **Other Business** - Cary Sandvig asked if a contract had been received from Repro, the company that prints the town reports.
 - Donna Bohannon reported that the contract had been sent that afternoon.
 - This will be added to the next regular meeting agenda.
- **Adjourn**
 - At 8:45PM Peter Brzozowy motioned to adjourn - seconded by Joe Deller – all in favor – meeting adjourned.

Respectfully submitted by,

Donna L. Bohannon

Selectboard Assistant

Respectfully submitted by,

Donna L. Bohannon

Assistant to the Selectboard / temporary Selectboard Clerk

Peter Brzozowy Chair 

MaryCatherine Graziano

Joe Deller 

Pat Treckman 

Cary Sandvig 