

Town of Isle La Motte
Selectboard Reorganization & Regular Meeting Minutes March
4th, 2026

PRESENT: Town Clerk, Vickie Buswell, Peter Brzozowy, Joe Deller, Mary-Catherine Grazziano, Cary Sandvig, Meredith Vincent, Assistant Town Clerk, Karen Brunner, Road Commissioner, Robin Guterrez, Pat Treckman, Islander staff writer, Michael Frett, Sylvia Jensen, Kathy Tudhope, Nancy Dulude, Frank Boyle, Patti Celler, Selectboard Clerk, Donna Bohannon.
VIA ZOOM: Andrew Whipple, Michelle Murray, Michael Simanskas, Kathy Simanskas, Erin Gilligan, Andrea, Carbone, Carmine Centrella

Oath of office for recently elected Selectboard members (at the discretion of the Town Clerk)

- o Selectboard member – 2-year term – Meredith Vincent was given the oath of office prior to the meeting.
- o Selectboard member – 3-year term – Cary Sandvig was given the oath of office prior to the meeting.

Call to Order by Town Clerk – At 6:00PM, Town Clerk, Vickie Buswell opened the meeting.

Reorganization of Board

- Town Clerk to ask for nominations for Chair – After some confusion and motions without votes, Mary-Catherine motioned to nominate Cary Sandvig as Chairperson - seconded by Meredith Vincent – a majority approved – motion carried – congratulations to Cary Sandvig, Board Chair.
- Chair to ask for nominations for Vice Chair – Chair, Cary Sandvig asked for nominations for Vice-Chair – Mary-Catherine Grazziano motioned to nominate Peter Brzozowy as Vice Chair – seconded by Cary Sandvig -all in favor – motion carried – congratulations, Peter Brzozowy, Vice-Chair.
- Re-adopt Model Rules of Procedure – The Model Rules of Procedure were read and there was some discussion about changing a couple of items. It was agreed that they would approve them as written and adopt the new version at a future meeting – Joe Deller motioned to approve the Model Rules of Procedure as written - seconded by Peter Brzozowy – all in favor – motion carried – this will be amended at the next Selectboard meeting currently scheduled for 18 March, 2026 – possible amendments to the items discussed next.
- There was some discussion about the locations for posting agendas. The current locations are the Town Office, the Post Office, and the former Town Office. It was agreed that the former Town Office is not easily accessed in the winter therefore the third location will be a topic for discussion at the next meeting currently scheduled for 18 March, 2026.
- There was some discussion about the meeting date and all agreed that the first and third Wednesdays of each month at 6 was working for everyone.
- Meredith Vincent motioned to keep the regular Selectboard meetings at the first and third Wednesdays of each month to begin at 6PM – seconded by Peter Brzozowy – all in favor - motion carried.
- There was some discussion about changing online platforms from Zoom to Teams or Google Meets. More information is needed about the three platforms. Chair, Cary Sandvig and Selectboard Assistant, Donna Bohannon will work together on gathering the information needed to make an informed decision.
- In order to expedite payments to vendors, the Board may appoint one or more Board members to sign warrants prior to a meeting. These warrants will be ratified at the next scheduled meeting to ensure transparency. Peter Brzozowy motioned to appoint all five Selectboard members as having the ability to sign warrants prior to a meeting – seconded by Joe Deller – all in favor – motion carried.
- Karen Brunner reminded all present that overweight permits filter in throughout the spring and that they need to be approved Board member, but that ratification wasn't necessary – Peter Brzozowy motioned to appoint all five Board members as having the ability to sign overweight permits – seconded by Joe Deller – all in favor – motion carried.

Additions to Agenda - Three additions were requested as follows:

- Addition #1 – Peter Brzozowy informed all present that the town received an estimate for the cleaning of the exhaust vent in the kitchen, the stove and griddle.
- Addition #2 – Sylvia Jensen would like permission to enter the old Town Hall to retrieve an historic map.
- Addition #3 – Joe Deller would like to present an idea for another project that the Planning Commission might be able to assist with.

Administration

- Approve Selectboard minutes from 02/18/2026 (Roads meeting) – Mary-Catherine Graziano motioned to approve the minutes from the 02/18/2026 meeting as written – four in favor – Meredith Vincent abstained as she was not present at the meeting – motion carried.
- Warrants for payroll + payables – review/approve Four warrants were approved as follows:
 - Warrant dated 02/25/2026 in the amount of \$4,142 - Joe Deller motioned to approve this warrant – seconded by Peter Brzozowy – all in favor – motion carried.
 - Warrant dated 02/25/2026 in the amount of \$1,022.42 – Peter Brzozowy motioned to approve this warrant - seconded by Joe Deller – all in favor - motion carried.
 - Warrant dated 02/19/2026 in the amount of 6,819.50 – This is a ratification of Peter Brzozowy’s signature – Joe Deller motioned to ratify Peter Brzozowy’s signature – seconded by Mary-Catherine Graziano – all in favor - motioned to ratify carried.
 - Warrant dated 02/26/2026 in the amount of \$61,035.48 – This is a ratification of Peter Brzozowy’s signature - Joe Deller motioned to ratify Peter Brzozowy’s signature – seconded by Mary-Catherine Graziano – all in favor - motioned to ratify carried.
- Town Office Water Damage – Update –
 - Peter Brzozowy updated all present that at the previous Selectboard meeting the Board agreed to hire Liquid Stone to put epoxy flooring in the kitchen, the pantry, the kitchenette and the bathroom off the kitchenette.
 - He since discovered that there is a water hook up in the “janitors closet” but there are no faucets in there currently. Chris from Liquid Stone agreed to include that area in this round of flooring for the amount of \$4,180 since they would already be on site pouring the kitchen floor.
 - Peter Brzozowy motioned to approve the added expenditure of \$4,180 to add epoxy flooring in the “janitors closet” while Liquid Stone is in the building pouring the kitchen flooring – seconded by Mary-Catherine Graziano – all in favor – motion carried.
 - Assistant Town Clerk, Karen Brunner will contact Liquid Stone to inform them of the Boards decision.
 - Addition #1 – Peter Brzozowy informed all present that the town received an estimate for the cleaning of the exhaust vent in the kitchen, the stove and griddle.
 - Comstock Cleaning Services submitted an estimate of \$1,850 to steam clean the exhaust vent and an estimate of \$325 to steam clean the oven, stove and griddle if done at the same time.
 - Mary-Catherine Graziano motioned to approve the expenditure of \$2,175 to hire Comstock Cleaning Services to steam clean the exhaust vent, stove, oven and griddle – seconded by Peter Brzozowy – all in favor – motion carried.
 - Selectboard Assistant, Donna Bohannon will contact Comstock Cleaning Services to schedule the work.
- 250th Anniversary Celebration – Update – Brzozowy/Whipple
 - Peter Brzozowy updated that there have been several meetings of the 250th group with many ideas for activities to help celebrate the country’s 250th anniversary.
 - Vermont Humanities Grant Application
 - One of the ideas for funding a portion of the celebrations is the Vermont Humanities Grant that the 250th group has applied for.
 - There were some questions about the need for Selectboard approval for this grant but as it is a grant that does not require any funding from the town, it appeared that it does not need Board approval, however, to ensure that the grant is awarded, a motion was made to approve the grant.
 - Peter Brzozowy motioned to approve the Vermont Humanities grant in the amount of \$5,000 – seconded by Joe Deller – all in favor – motion
 - Treasurer Mary LaBrecque agreed to be the financially responsible party.
 - Fundraising plans - the following list of fundraising activities were presented as possible sources of revenue for the 250th celebrations.
 - Donation jars at various locations in the town – □ Requests for sponsorships from local businesses – □ Requests for donations from corporate institutions – □ Philanthropic donations – □ A gift basket raffle –
 - Merchandise sales –
 - Andrea Carbone will send a detail of the list to all Board members.
 - Peter Brzozowy motioned to approve the list of fundraising ideas with the understanding that Andrea Carbone will send a more detailed list to all Board members for review – seconded by Joe Deller – all in favor – motion carried.

- Addition #2 – Sylvia Jensen would like permission to enter the old Town Hall to retrieve an historic map.
 - Sylvia Jensen explained that there is a sign in the old town hall that she and others in the 250th anniversary group would like to have available for the upcoming celebrations.
 - Peter Brzozowy motioned to allow Sylvia to enter the old town hall to view the sign – seconded by Mary-Catherine Graziano – all in favor – motion carried.

Town Business

- East Shore Road Bid Review; Follow-up to SB questions (Executive Session, if necessary)
 - It was agreed that since the contractor answered all the questions the Board asked of them and there were no additional bids, an executive session was not necessary.
 - The contractor, Embers Garden, answered the questions that the Board had for them and supplied the Board with a signed contract as requested.
 - The email chain between the Board members and Frank Boyle from Embers Garden will be retained with the other document related to the work.
 - Pat Treckman asked if the ditch that part of the work is on the lakeside and she was told that yes, it is.
 - Peter Brzozowy motioned to approve the proposal from Embers Garden in the amount of \$71,050 for the East Shore Ditching project – seconded by Joe Deller – all in favor - motion carried.
- Lawn Mowing – RFP/Contract; detailed list of properties & mowing requirements; schedule Due Date
 - The RFP with noted changes was reviewed line by line and there was some discussion about adding a couple of items such as not blowing grass into the roads or bodies of water.
 - Selectboard Assistant will make the changes discussed and send the draft RFP and the draft contract to the Selectboard and Cemetery Commission for review.
 - This topic will be added to the next regularly scheduled meeting, currently scheduled for 03/18/2026.
- Veterans Park Pavilion – update
 - Sylvia Jensen reported to all present that the rec department is still gathering estimates for materials and contractors and would like to have at least three for each portion of the project.
 - There was some discussion about where the location of the pavilion would be, and Sylvia reported that they would like to do a walk around the park with the Selectboard so they could decide where it should be placed.
 - The board agreed that they would gather to do a walk around the park with the rec department when the weather was better suited for that.
- Auditor report – (discussion as necessary) – No discussion at this meeting.
- Discuss NRPC survey
 - Mary-Catherine Graziano informed all present that NRPC sent a survey asking the Town to rate the work they did.
 - All were in agreement that they did a great job.
 - Mary-Catherine will respond to the survey.
- Discuss NRPC suggested grants and projects for town hall improvement ▪ Tabled until a future meeting.

Roadways - priority business

- Preparation of RFPs for remaining 2026 grant project – Update
 - Joe Deller reported to all present that the preconstruction scoping summary for GA1045 has been submitted to Ashley Andrews for review.
 - Joe will work with Selectboard Assistant, Donna Bohannon to complete the RFP and contract for the project.
- Addition #3 – Joe Deller would like to present an idea for another project that the Planning Commission might be able to assist with.
 - Joe would like to enlist the Planning Commission to do a feasibility study to determine the what the cost would be for the town to establish their own highway department.
 - Joe also expressed that the information gathered would be kept for future reference.
 - Peter Brzozowy motioned to approve asking the Planning Commission to take on the task of a feasibility study for the purpose of establishing a start up cost for a highway department – seconded by Mary-Catherine Graziano – all in favor – motion carried.

Other Business –

- Robin Guitierrez asked the Board if she was to continue acting as Road Commissioner.

- Cary Sandvig motioned to appoint Robin Guierrez as Road Commissioner – seconded by Peter Brzozowy – all in favor - motion carried. ○ Robin Guierrez informed all present that the shed that was discussed at previous meetings will be getting moved the weekend of 03/07/2026.
- Robing also reminded all present that the roads were being posted as of March 10th, 2026.
- There was some discussion about which Selectboard member would be the point of contact for roads related items.
- Peter Brzozowy volunteered to be the point of contact for this.
- There was some discussion about ditching on Main Street, cleaning up on West Shore Rd. and grading of roads. ○ Robin Guierrez suggested doing some patchwork on School St.
- Robin also noted that there is a location on School St. that due to the snowbank near the old schoolhouse, the runoff is going into the road.
- Cary Sandvig will talk to Bruce Noble about removing some of the snow to avoid flooding the road.
- Cary Sandvig informed all present that Rural Solutions has sent some detailed information about town phones and computers, including cost estimates.
- These items will be discussed more at future meetings.

Adjourn – At 8:31 PM, Peter Brzozowy 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

Cary Sandvig - Chair 

Peter Brzozowy – Vice-Chair 

Joe Deller 

MaryCatherine Graziano 

Meredith Vincent 