

Town of Isle La Motte
Selectboard Regular Meeting Minutes
April 6th, 2026

PRESENT: Chair, Cary Sandvig, Mary-Catherine Graziano, Joe Deller, Meredith Vincent, Treasurer, Mary LaBrecque, Assistant Town Clerk, Karen Brunner, Road Commissioner, Robin Guitierrez, Selectboard Clerk, Donna Bohannon, Erin Gilligan, Sylvia Jensen
VIA ZOOM: Vice-Chair, Peter Brzozowy, Town Clerk, Vickie Buswell, Andrew Whipple, Pat Treckman, Michael Simanskas, Kathy Simanskas

Call to Order – Meeting was called to order at 6:00 PM by Chair, Cary Sandvig

Additions to Agenda – Cary Sandvig requested three additions/adjustments and Mary LaBrecque requested on adjustment as follows:

- Addition #1: Discussion about a letter received about the old landfill
- Addition #2: Discussion about a letter received about a driveway.
- Adjustment #3: Move the roadway portion of the agenda up in queue.
- Adjustment #4: Mary LaBrecque requested to move the conversation about paying volunteers up in queue.
- Several adjustments were made as the meeting progressed – The minutes will reflect the order that the items were discussed and will be indicated with and red asterisk (*).

Administration

- Approve Selectboard minutes – Minutes were approved as follows
 - Joe Deller motioned to approve the minutes from the 03/18/2026 (Roads meeting) as written – seconded by Meredith Vincent – all in favor motion carried.
 - Mary-Catherine Graziano motioned to approve the minutes from the 3/26/2026 (special meeting) as written – seconded by Joe Deller - all in favor – motion carried.
- Warrants for payroll + payables – review/approve – Five warrants were approved as follows:
 - Warrant dated 04/02/2026 in the amount of \$11,522.20 – motion was made by Mary-Catherine Graziano to ratify Peter Brzozowy’s signature and approve the warrant as presented – seconded by Meredith Vincent – all in favor – motion carried – signature ratified – warrant approved.
 - Warrant dated 04/01/2026 in the amount of \$9,222.71 – motion was made by Joe Deller to ratify Peter Brzozowy’s signature and approve the warrant as presented – seconded by Meredith Vincent – all in favor – motion carried – signature ratified – warrant approved.
 - Warrant dated 03/25/2026 in the amount of \$1,427.93 – motion was made by Joe Deller to ratify Peter Brzozowy’s signature and approve the warrant as presented – seconded by Meredith Vincent – all in favor – motion carried – signature ratified – warrant approved.
 - Warrant dated 03/25/2026 in the amount of \$5,561.92 – motion was made by Joe Deller to ratify Peter Brzozowy’s signature and approve the warrant as presented – seconded by Meredith Vincent – all in favor – motion carried – signature ratified – warrant approved.
 - Warrant dated 03/24/2026 in the amount of \$15,120.64 – motion was made by Joe Deller to ratify Cary Sandvig’s signature and approve the warrant as presented – seconded by Meredith Vincent – all in favor – motion carried – signature ratified – warrant approved.
- Town Office Water Damage – Update
 - Karen Brunner informed all present that the painting has been completed and the remaining flooring will be started in the middle of April.
 - She also reported that Peter Brzozowy will be doing a “walk-through” with the plumbers before payment will be made as there are a couple of items that still need to be taken care of.
 - Peter Brzozowy elaborated on this by informing all present that the rosettes still need to be installed in a couple of sink areas and that the three-bay sink in the kitchen is smaller than the previous sink. This is a problem because the faucet is too long and when water is being run, if the faucet is in the middle, the water runs on the floor.
 - Peter has sent an email to the contractor and Karen will follow up later in the week to confirm a time that the walk-through can take place.
 - Cary Sandvig expressed his concerns about being “reactive” to situations involving the work that is being done to repair and improve the town offices rather than being pro-active. His concern is that it isn’t necessarily fiscally responsible to progress in that manner.
 - There were some discussions and debates about this, and it was established that the “flood group” would try to formulate a plan going forward.
 - Peter Brzozowy explained to all present that the remaining work needed is to finish the rest of the floors, trimming the bottom of the sheetrock in all rooms and installing molding along the floors.
 - Updates will continue as work progresses.

- 250th Anniversary Celebration – Update – Brzozowy/Whipple
 - Andrew Whipple informed all present that the 250th Celebration group will be meeting again this week.
 - He asked that the Board review and approve the three additional fund-raising events that they hope to utilize to raise money for the celebratory events.
 - The fundraising activities that they would like permission to pursue are as follows:
 - Vermont Community Foundation Arts & Social Cohesion Grant
 - Crowd funding
 - Coin Drop
- Meredith Vincent motioned to allow the 250th group to pursue the three additional fund-raising activities, The Humanities Grant, crowd funding and a coin drop – seconded by Joe Deller – all in favor – motion carried.
 - The three events are as follows: Isle La Motte’s participation in the annual Independence Day parade in Alburgh, the signature event,which will be on August 22nd, and a picnic on September 19th.
- Adjustment #3 was addressed here: Move the roadway portion of the agenda up in queue.
 - Road salt – Cargill
 - Road Commissioner Robin Guterrez explained to all present about the salt shortage and how the contracts are handled and whether or not the town should join the state contract or not.
 - Robin explained that she had planned on receiving 32 tons from Cargill but that the contract had been cancelled.
 - If the town agrees to order at least 32 tons at last year’s prices, she has a representative within the state who will assist her in securing that amount of salt.
 - Peter Brzozowy motioned to empower Road Commissioner, Robin Guterrez to order 32 tons of road salt – seconded by Joe Deller – all in favor -motion carried.
 - Robin also informed all present that the salt shed needs repairs so the salt cannot be stored in it until it is repaired and she suggested that the sand shed be used instead temporarily.
 - Robin would like the Selectboard to allow her to talk to Bruce Noble about moving some of his equipment out of the sand shed so the salt can be stored there.
 - Joe Deller motioned to authorize Road Commissioner, Robin Guterrez to ask Bruce Noble to move some of his equipment out of the salt shed – seconded by Meredith Vincent – all in favor – motion carried.
- * Treasurer – borrow from the Trustees
 - Treasurer, Mary Labrecque informed all present that the Trustees have a \$95,000 Certificate of Deposit that will be maturing at the end of April and that she suggests that the town borrow that money before it matures.
 - Mary explained why the line of credit was not used last year (taxes were collected before they were needed)
 - Sylvia Jensen (Trustee of Public funds) explained to all present that there would be another C.D maturing in June.
 - Sylvia also explained that the best interest is gained by investing in a 6-month C.D.
 - Joe Deller motioned to authorize Treasurer, Mary LaBrecque to borrow \$95,000 from the Trustees of Public Funds – seconded by Mary-Catherine Graziano – all in favor – motion carried.
 - Sylvia Jensen will draft the Promissory note and present it to the Selectboard for signature at the first meeting in May. This will be added to the May 6th agenda.
 - Adjustment #4: Mary LaBrecque requested to move the conversation about paying volunteers up in queue.
 - There was some discussion about compensating Donna Bohannon, Codie LaRose and Gage Corey for their hours worked moving furniture at the town office and doing prep work to make the rooms accessible for the painters and flooring professionals.
 - It was agreed that all three would be compensated at Donna Bohannon’s regular rate of \$25 per hour.
 - Peter Brzozowy motioned to compensate the three volunteers for their hours at the rate of \$25 per hour – seconded by Joe Deller – all in favor – motion carried.
 - W4’s will be submitted for Codie LaRose and Gage Corey.
 - * Engage NRPC for the FY’26 Grant
 - Joe Deller informed all present that Northwest Regional Planning (NRPC) sent an email with an agreement that they will assist the town with many of the things required of a grant.
 - Joe would like to engage their assistance by signing the agreement that was received.
 - Joe Deller motioned to authorize Cary Sandvig to sign the agreement with NRPC - seconded by Mary-Catherine Graziano – all in favor – motion carried.
 - Chair, Cary Sandvig signed the agreement.
 - Selectboard Assistant, Donna Bohannon will email the signed paperwork to Kyle Grenier at NRPC and will Cc Joe Deller.
 - Preparation of RFPs for remaining 2026 grant project – Update
 - Joe Deller explained the sequence of events that will take place for the Grants in Aid grant.
 - Joe explained that he will engage with NRPC to create a site plan to submit to VTRANS and once VTRANS approves the site plan, an RFP can be advertised.

- Handyman to clean up cedars
 - There was some discussion about cleaning up cedar trees in the town right of way.
 - Road Commissioner, Robin Guterrez expressed her thoughts about requirements that should be added to the request for applicants.
 - Robin expressed that the person should have extensive experience with a chain saw and should have proper safety equipment such as chaps, hardhat and goggles as well as a way to dispose of the trees if the landowner does not want them once they have been cut.
 - Rate of pay will be negotiated at the time of interview.
 - Selectboard Assistant Donna Bohannon will draft an ad and email it to the Selectboard and the Road Commissioner for their input.
- Clean up stump dump – interested parties
 - John Yartz expressed an interest in doing the work but has been unable to access the property due to the snow.
 - Robin Guterrez informed the Board that D,J's tree service is not interested in the job.
 - Robin will reach out to Martin Jensen to ask if he has any interest in doing the work.
- Power box for town shed
 - Robin Guterrez requests the Boards authorization to contact Vermont Electric Company to arrange the installation of a power box for the town shed.
 - Robin explained to all present that the plowing contractor would be responsible for turning it off and on as needed.
 - Joe Deller motioned to empower Road Commissioner, Robin Guterrez to contact Vermont Electric Company to install a power box at the town shed – seconded by Meredith Vincent – all in favor – motion carried.
- Discussion about road classifications
 - There was some discussion about this and how Act 181 could impact the decision to downgrade the classifications on town roads.
 - It was agreed that the Selectboard would research this further before continuing discussions.
 - This will be added to the next regular meeting agenda.
- * Robin Guterrez requested that an addition be discussed here.
 - Robin informed all present that BP Concrete submitted a quote for inspection of the seawall.
 - The quote consisted of two options, one with a map showing the location of any damage and the other without a map.
 - The cost of inspection with a map is \$980 and without a map would be \$500.
 - Robin requested that the Selectboard opt to have the map as it is a good way to track damaged areas and would like to have BP Concrete assess the work that is needed at the salt shed.
 - Meredith Vincent motioned to approve BP Concrete to do the inspection of the seawall with a map at the cost of \$980 and to have them assess the salt shed– seconded by Joe Deller – all in favor – motion carried.
- Road Commissioner, Robin Guterrez informed all present that if there is no rain in the next 5 days, she will pull the road posting signs and reopen the roads for truck traffic.
- Robin also informed all present that she has been in contact with a couple of contractors about filling potholes for the town and there is one that can do the work in a “one and done” time frame.
- There will continue to be roads discussions at the second regular meeting of April.
- Addition #1: Discussion about a letter received about the old landfill.
 - Chair, Cary Sandvig informed all present that the town received a letter from the Department of Environmental Conservation about the old landfill and the possibility that proper procedure was not followed in shutting it down.
 - The Department of Environmental Conservation would like to perform a site inspection on May 5th.
 - The property is privately owned, and the landowner is currently not available.
 - There was some discussion about the legality of the request as it was eleven years ago that the site was closed.
 - Joe Deller motioned to authorize Chair, Cary Sandvig to contact the town attorney about the legality of the request and to contact the Department of Environmental Conservation about postponing the site inspection until June if the town attorney deems the request legitimate – seconded by Meredith Vincent – all in favor – motion carried.
 - Chair, Cary Sandvig will contact the town attorney and the Department of Environmental Conservation.

Town Business

- * Sylvia Jensen requested that a sign for Green up day be allowed at the head of the Island.
 - The Board agreed to allow a very short-term sign for Green – up day be stationed at the head of the island.
- Veterans Park Pavilion – update if any
 - Sylvia Jensen informed all present that there are still discussions about location and other logistics and that they would like to have input from the Recreational Department as well.
 - Pat Treckman asked about a linear plan, volunteers, timeline and cost as well as when this information might be brought to the Selectboard again.
 - Sylvia replied that work continues and updates will be given when available.

- * Little Free Library – discussion
 - Sylvia Jensen explained to all present that the “Little Free Library” currently located near the four corners of Main Street, Church Road and School Street is in need of repair and that the owner of the property where is currently located would like to have it moved.
 - Sylvia will be repairing the structure and rodent proofing it so it will be ready for a new location.
 - Sylvia requested that the new location be at the old town office on Main Street, so it remains in a central location.
 - Joe Deller motioned to allow Sylvia Jensen to relocate the Little Free Library, once repaired to the old town office on Main Street, provided it not encroach on the neighbors and dig safe is contacted prior to installation and approval is given – seconded by Mary-Catherine Graziano – all in favor – motion carried.
- Auditor report – (discussion as necessary)
 - Mary-Catherine Graziano informed all present that RHR Smith, the auditors, are willing to do another training session with the Selectboard and Treasurer to answer questions.
 - Joe Deller requested that the Board be sure to get the main questions of the difference between the bank balance and unassigned funds answered as well as the question about how the pavilion funds accounted for.
 - Joe Deller motioned to empower Mary-Catherine Graziano to speak with RHR Smith about scheduling a training session – seconded by Meredith Vincent – all in favor – motion carried.
 - Mary-Catherine Graziano suggested possibly looking for a new auditor for next year.
- Discuss NRPC suggested grants and projects for town hall improvement
 - The Board agreed that they will look at the Town Plan and NRPC’s report to compare what could be in the scope of work for the Planning Commission.
 - Tabled to a future meeting.
- Purchase laptops and cell phones for Town governance (approved at a prior meeting) – update
 - Chair, Cary Sandvig informed all present that he still needs to contact Rural Solutions to order the appropriate equipment as was budgeted.
- Continue Noise Ordinance discussion
 - Tabled to a future agenda.
- Personnel Policy discussion/finalization
 - Tabled to a future agenda.
- Grant policy discussion
 - Tabled to a future agenda.
- Discuss ordinances from TPC
 - Tabled to a future agenda.
- Posting waterfront property advertisement
 - There was some discussion about the annual rental of the town property and when it should be advertised.
 - It was agreed that request for bids would be advertised as soon as the ad was drafted and approved by the Board.
 - ~~Jim Benson~~ Mary-Catherine Graziano will email the previous ad to Selectboard Assistant, Donna Bohannon who will draft the new ad and email to the Board for input and approval. Once approved, she will submit it to the Islander for print and post it to the appropriate online platforms.
 - Mary-Catherine Graziano – motioned to empower Assistant, Donna Bohannon to draft an ad for town property rental, using the dates of May 4th for bid submission and May 6th for bid opening, using the template provided by Mary-Catherine Graziano – seconded by Joe Deller – all in favor - motion carried.
- * A.C.O. “Stray hold” discussion
 - An email was received from Animal Control Officer, Jim Benson about the facility, Whiskers and Tails currently being utilized for temporary housing of stray dogs. The email explained that they will no longer be able to provide this service.
 - The town also has a contract with the Humane Society of Chittenden County for long term housing of animals that have been relinquished to the town or that have been abandoned by their owner.
 - Joe Deller motioned to empower Chair, Cary Sandvig to contact the Humane Society of Chittenden County, to inquire about short-term housing of animals, after confirming with Jim Benson as to his success with finding a facility – seconded by Mary-Catherine Graziano – all in favor – motion carried.
- Any unassigned SB tasks/responsibilities
 - Chair, Cary Sandvig read from the list of Selectboard duties and which SB member was assigned to different tasks.

- Cary will email the list to the Selectboard Assistant, Donna Bohannon who will post to the website for reference.
- Collective goal setting discussion
 - Tabled to a future meeting.

Other Business –



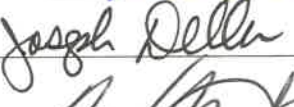

- Meredith Vincent requested that next regular Selectboard meeting be moved to the following Monday as she has a work responsibility on the regularly scheduled day.
- After some discussion, it agreed that the date of the next regular meeting, April 15th would be altered to be a special meeting, as the lawn mowing bids were advertised as being opened on that date.
- The meeting on April 15th at 6PM will be a special meeting and the next regular meeting will be held on the following Wednesday, April 22nd, 2026 at 6pm.

Adjourn : At 8:40 PM Meredith Vincent motioned to adjourn – seconded by Joe Deller – all in favor – motion carried – meeting adjourned

Respectfully submitted by,

Donna L. Bohannon

Assistant to the Selectboard / Selectboard Clerk

Cary Sandvig - Chair 
Peter Brzozowy – Vice-Chair 
Joe Deller 
MaryCatherine Graziano 
Meredith Vincent _____

