

**Town of Isle La Motte**  
**Selectboard Regular Meeting Minutes**  
**May 6<sup>th</sup>, 2026**

**PRESENT:** Chair, Cary Sandvig, Vice-Chair, Peter Brzozowy, Joe Deller, Mary-Catherine Graziano, Meredith Vincent, Road Commissioner, Robin Guterrez, Peter Murray, Michelle Murray, Islander writer, Michael Frett **VIA ZOOM:** RHR Smith Director of Audit for Isle La Motte, Heather Hunter, Town Treasurer, Mary LaBrecque, Assistant Treasurer, Steve Mank, Town Clerk, Vickie Buswell, Assistant Town Clerk, Karen Brunner, Michael Simanskas, Kathey Simanskas, 250<sup>th</sup> Celebration representative, Andrew Whipple, Sylvia Jensen

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

**Additions / Adjustments to Agenda** – Four additions were made as follows:

- Addition #1– Made by Chair, Cary Sandvig - Sheriff’s Contract available for signature – this will be placed under administration.
- Addition #2 – Made by Chair, Cary Sandvig - Town Property rental bids to be opened – this will be placed under administration.
- Addition #3 – Made by Vice-Chair, Peter Brzozowy – Green-up Day follow up – opportunity available.
- Addition #4 - Made by Vice-Chair, Peter Brzozowy – Battery power for town office update/follow-up.

**Administration**

- Approve Selectboard minutes from 04/22/2026 (Roads meeting)
  - Peter Brzozowy motioned to approve the minutes from the 04/22/2026 meeting as written - seconded by Joe Deller – all in favor – motion carried.
- Warrants for payroll + payables – review/approve - Four warrants were approved or ratified as follows:
  - Warrant dated 04/29/2026 in the amount of \$45,935 – this was a ratification of Peter Brzozowy’s signature. Mary-Catherine Graziano motioned to ratify Peter Brzozowy’s signature and approve the warrant - seconded by Joe Deller – all in favor – motion carried.
  - Warrant dated 05/06/2026 in the amount of \$4,151.30 – Peter Brzozowy motioned to approve the warrant as presented - seconded by Joe Deller – all in favor - motion carried.
  - Warrant dated – 05/06/2026 in the amount of 1,357.60 - Peter Brzozowy motioned to approve the warrant as presented - seconded by Joe Deller – all in favor - motion carried.
  - Warrant dated 05/06/2026 in the amount of \$4,390.91 - Peter Brzozowy motioned to approve the warrant as presented - seconded by Joe Deller – all in favor - motion carried.
- Addition #1 was addressed here - Sheriff’s Contract available for signature.
  - The Selectboard confirmed that amounts of the contract to be accurate and agreed that they were accurate to what was budgeted.
  - Peter Brzozowy motioned approval for the Board to sign the contract – seconded by Joe Deller – all in favor – motion carried – Sheriff’s Contract in the amount of \$49,713 was signed by all Selectboard members.
- Addition #2 was addressed here - Town Property rental bids to be opened.
  - Chair, Cary Sandvig informed all present that only one bid had been received and it was passed around between Board members for review.
  - All five Selectboard members agreed that it was an unusually low bid and did not conform to the advertised parameters and would therefore be rejected and a new request for bids would be advertised.
  - Peter Brzozowy read the advertisement that was placed in the Islander and in several on line forms to clarify the minimum amount of \$1,000.

- Peter Brzozowy motioned to reject the current bid and readvertise the property in multiple locations. – seconded by Mary-Catherine Graziano – all in favor – motion carried.
- The ad will reflect that this is the second request for bids and will acknowledge the short turnaround time.
- The bids must be in by 4PM on May 20<sup>th</sup> and will be opened at the Selectboard meeting the same night to begin at 6PM. The property rental dates will be from May 21<sup>st</sup>, 2026 through October 31<sup>st</sup>, 2026.
- Email addresses, phone numbers and mailing addresses will be requested of bidders.

## **Town Business**

- Auditor attendance via Zoom to answer questions –
  - Heather Hunter was present via Zoom as a representative of R.H.R. Smith Auditing firm to answer questions about the 2025 audit report.
  - Heather gave a presentation explaining the audit procedures, results and recommendations.
  - The presentation can be accessed [HERE](#)
  - Heather began by briefly going over the report and the draft financial statement.
  - She explained what documents were requested from the Treasurer and explained that they received them.
  - Heather explained what the towns responsibilities are as well as what the auditors responsibilities are.
  - She explained that the auditors offer an opinion and recommendations after completing the audit.
  - The only recommendation that the RHR Smith had for the 2025 audit was that the town create and utilize policies relating to the finances of the town.
  - The overall results of the audit, according to Heather Hunter were positive and showed that the town would be able is operating within the budget.
- Budget to Actual report from Treasurer –
  - The Selectboard and the Road Commissioner were given the budget to actual report prior to the meeting.
  - Mary-Catherine Graziano requested a detailed transaction report for repairs and maintenance of the town office – Treasurer, Mary LaBrecque will provide the Selectboard with that information.
  - Road Commissioner, Robin Guitierrez pointed out that the line item for culvert cleaning didn't have anything assessed against it, but that there had been one culvert cleaned out.
  - Treasurer, Mary LaBrecque explained that it was more than likely miscoded and she would research and amend that line item.
  - Robin also asked about the lights and questioned why they were so high for the highway department.
  - Mary explained that the heater for the camera system at the salt shed and the trucks being plugged in during the winter months created an increase.
- Letter received about the old landfill – update/action needed
  - Chair, Cary Sandvig informed all present that he reached out to the Town attorney about the letter that was received from the State and was informed that the town does have to comply with the request.
  - Cary also informed all present that he spoke with Michelle Graziosi, Environmental Analyst Solid Waste Program – Certification Section a representative at the State to request that the date for a site visit be postponed until June as the landowners have not been contacted yet..
  - The date has been rescheduled to June 2<sup>nd</sup>, 2026 and can be pushed out farther if needed.
  - Selectboard Assistant, Donna Bohannon will get the current landowners name and send it to Mary-Catherine Graziano so she can contact them about the site visit.

- Purchase laptops and cell phones for Town governance (approved at a prior meeting) – update
  - Chair, Cary Sandvig reached out to Rural Solutions about getting two quotes, one for adding up to 10 phones to the existing agreement and one for adding several laptops to the existing agreement.
  - Mary-Catherine Graziano would like to “opt out” of both the phone and laptop agreement.
- A.C.O. “Stray hold” discussion
  - Mary-Catherine Graziano reported to all present that Jim Benson, Animal Control Officer for Isle La Motte found a kennel (White Knight Kennel) in Chazy, New York that will house stray dogs for \$30 per night and he will send an agreement for the town to review and approve if appropriate.
  - Updates will be added to future agendas as received.
- Addition #3 was addressed here – Green-up Day follow up – opportunity available.
  - Vice-Chair, Peter Brzozowy informed all present that he spoke with Alex Montagne, ILMCO member and Green Up day Chair for Isle La Motte and she reported that it was a successful Green Up Day.
  - Peter learned about an opportunity that Northwest Solid Waste District is offering for disposal of up to 75 tires at no cost to the town.
  - The tires must be delivered by the Town of Isle La Motte, to the Alburgh Transfer Station on Wednesday, May 27<sup>th</sup> during regular business hours.
  - There will be a collection date of May 23<sup>rd</sup>, 2026 at the salt shed on School Street, between the hours of 9am and noon and will be advertised.
  - There will be a household limit of four tires, proof of residency in the form of a valid drivers license will be required and all information will be documented for future reference.
  - Mary-Catherine Graziano motioned to offer this service to Isle La Motte residents ONLY – seconded by Joe Deller – all in favor – motion carried.
- Veterans Park Pavilion – update if any
  - No updates at this meeting.
  - Updates will be added to future agendas as applicable.
- Addition #4 - Made by Vice-Chair, Peter Brzozowy – Battery power for town office update/follow-up.
  - Vice-Chair, Peter Brzozowy went over the details of the VEC battery backup power grant and suggested that the town insurance company and the fire chief get this information for their input as to placement of the battery’s and the pros and cons of adding this backup power source.
  - This topic will be added to a future agenda to be determined.
- On-going projects
  - Town Office Water Damage – update
    - Vice-Chair, Peter Brzozowy updated all present on the status of the repairs and improvements that are being made to the Town Hall.
    - Peter reported that the second phase of epoxy flooring is actively being worked on and should be completed later this week or early next week, and phase three will begin directly after phase two is done.
    - He also reported that he met with the plumber to do the final walk through and the faucet in the kitchen is the wrong size. The plumber will be meeting with Peter again on Monday, May 11<sup>th</sup> with the proper faucet and to repeat the final walk through so final payment can be made.
    - Peter reported that once the flooring is completed, one of the last big projects will be installation of the cove molding along the base of the walls. He reported that there is just under a half of a mile of molding needed for the trim.

- Karen Brunner has received one quote for the work and is waiting for another quote.
- Updates will be reported as available.
- Peter informed all present that another item needed is desks for the staff and officials in the office.
- He reported that there are several desks at the State surplus warehouse that would be more than adequate and that the cost to purchase them is minimal compared to new.
- The Board agreed that they would like to see photos of the desks and the total cost before making a motion to purchase.
- Mary-Catherine Graziano requested a report on the spend-down for the renovations/improvements.
- Steve Mank agreed to send that to the Board.
- If approved for purchase, the desks would be required to be picked up in Waterbury at the warehouse.
- Discussion on this took place and will continue at a future meeting.
- 250th Anniversary Celebration – update – P. Brzozowy / A. Whipple
  - Andrew Whipple reported that there will be a meeting of the 250<sup>th</sup> group on Thursday, May 7<sup>th</sup> at 6:45pm via Zoom and invited interested parties to attend.
  - Andrew also reported that the three “big dates” for activities related to the 250<sup>th</sup> celebration are still in place as follows:
    - July 4<sup>th</sup> – Declaration Day
    - August 22<sup>nd</sup> - Commemoration Day – This will be the signature event at which the historic marker will be dedicated.
    - September 19<sup>th</sup> – Day of celebration
    - More information on each event will be presented as it becomes available.
  - Andrew also reported that progress is being made on the kiosks and he is confident that more work will be done at the next meeting of the 250<sup>th</sup> Celebration Commission.
- Decision about Google Meets vs .Teams vs. Zoom
  - Chair, Cary Sandvig reported that he has been able to validate some of the pertinent details about the difference between Zoom and Meets but that he still has to gather more information.
  - It was agreed that Teams will be eliminated from the discussion as it seems to be the least useful of the three choices.
  - This will continue to be on the agenda.
- Discuss ordinances from TPC
  - Tabled to a special meeting scheduled for Wednesday, May 13, 2026 to begin at 6PM.
- Personnel Policy discussion/finalization
  - Tabled to a special meeting scheduled for Wednesday, May 13, 2026 to begin at 6PM.
- Discuss NRPC suggested grants and projects for town hall improvement
  - Tabled to a special meeting scheduled for Wednesday, May 13, 2026 to begin at 6PM.
- Continue Noise Ordinance discussion
  - Tabled to a future meeting to be determined.
- Grant policy discussion
  - Tabled to a future meeting to be determined.
- Collective goal setting discussion
  - Tabled to a future meeting to be determined.

## Roadways - priority business

- Peter and Michelle Murray – Eric Brown driveway issues/questions
  - Peter Murray and Michelle Murray were present to express their concerns about work that is being done on West Shore Road.
  - The Murrays are concerned that the driveway their neighbor wants to install will cause irreversible damage to the road and will not drain properly.
  - They are concerned that, without proper drainage, the proposed driveway could damage the road and the embankment leading to the lake.
  - The Board agreed to send a letter to Eric Brown requesting that he cease work on his property to allow the Selectboard time to analyze the situation and ensure that the work is done in a manner that will not compromise the bank or shoreline.
  - Joe Deller agreed to draft and send the letter.
  
- Diane Richard – tree issue
  - Selectboard Assistant, Donna Bohannon reported that Diane Richard had been in and filed a “Road Issues” form stating that when the town cleared the ditch near her home, 10 years ago, they said they would return and remove the trees, but they have not done that.
  - Her concern is that the roots of the trees are out of the ground and she is afraid they will come down on her property or a person.
  - She is requesting that the town cut down and remove the trees.
  - Road Commissioner Robin Guterrez reported that the trees are not in the town right-of-way and therefore are not the towns responsibility.
  - No one on the Board nor Robin Guterrez has a recollection of that being promised.
  - The Board agreed that they would revisit this issue IF Diane Richard could provide written proof of that promise, either in the form of an agreement or a copy of the minutes when that was decided.
  
- Cure R.O.W permit
  - Chair, Cary Sandvig reported that he signed a Right of Way permit for Sam and Andrea Carbone.
  - He wanted to be sure that Road Commissioner, Robin Guterrez was aware of the ROW request.
  - Robin reported that she was aware of the request and that she approved.
  
- Discuss pulling videos from Salt Shed cameras
  - Mary-Catherine Graziano reported that she had received a call about someone at the salt shed stealing bucketloads of stone.
  - DC Energy reviewed the tape with Mary-Catherine and Vice-Chair, Peter Brzozowy and there was no indication of activity at the reported time.
  - Peter did a visual inspection of the area and could not find any indication of
  
- Preparation of RFPs for remaining 2026 grant project – Update
  - Joe Deller reported that he was waiting for a response from Kyle Grennier from NRPC.
  - Selectboard Assistant, Donna Bohannon reported that an email had been received from Kyle indicating that Shaun Coleman would be reaching out the week of May 11<sup>th</sup> to schedule a site visit.
  
- Handyman to clean up cedars
  - Chair, Cary Sandvig informed all present that two quotes had been received.
  - Cary opened both quotes and the Selectboard passed them around to review.
  - One quote was from Total Property Maintenance and the second was from Ember’s Garden LLC.

- It was noted that there was a significant difference between the two quotes causing the board to wonder if they both had the same scope of work that was being requested.
- Road Commissioner Robin Guterrez assured all present that she had met with both contractors and given them the same details and scope of work that was expected.
- Meredith Vincent motioned to accept the bid from Ember’s Garden in the amount of \$2,400 – seconded by Peter Brzozowy – all in favor – motion carried.
- The second quote will be reviewed once the contract for services has been reviewed and signed by both parties – the Town of Isle La Motte and Ember’s Garden LLC.
- Power box for town shed
  - Road Commissioner, Robin Guterrez has not received a response from VEC but will keep reaching out to them.
- Highway classification – requirements gathering.
  - Tabled to a future meeting to be determined.

**Other Business**

- Vice-Chair, Peter Brzozowy mentioned that there had been previous discussion about an open town meeting to discuss old town hall and what steps might be taken next.
- This topic will be discussed at a future meeting to be determined.

**Adjourn** - At 9:29 PM Peter Brzozowy motioned to adjourn – seconded by Mary-Catherine Graziano – 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 \_\_\_\_\_