

**Town of Isle La Motte**  
**Selectboard Regular Meeting Minutes**  
**June 4<sup>th</sup>, 2026**

**PRESENT (On June 4th)** – Chair, Cary Sandvig, Vice-Chair, Peter Brzozowy, Joe Deller, Mary-Catherine Graziano, Meredith Vincent, Board Clerk, Donna Bohannon, Peter Murray, Sylvia Jensen, Carmine Centrella, Anne Jopin-Picard, Ruth Casey, **VIA ZOOM** –, Erin Gilligan, Pat Treckman, Missy F.

*Italicized items were from the meeting on the 3<sup>rd</sup>.*

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

**Additions / Adjustments to Agenda** – Four additions were requested as follows – (2 from the meeting on the 3<sup>rd</sup> and 2 from the 4<sup>th</sup>):

- *Addition #1 - Peter Brzozowy requested to add a conversation about battery storage at the town office.*
- *Addition #2 – Peter Brzozowy requested to add a conversation about the alarm at the old Town Hall.*
- *Addition #3 – Mary- Catherine Graziano requested to add a conversation about grants and boiler replacement.*
- *Addition #4 – Chair, Cary Sandvig added curing the decisions from the previous night by ratification.*

**Administration**

- Approve Selectboard minutes from 05/06/2026 - revised (Regular meeting), 05/13/2026 - revised (Special meeting), 05/20/2026 (Roads meeting), 05/28/2026 (Special meeting) – The minutes of previous meetings were approved as follows:
  - *Peter Brzozowy motioned to approve the minutes from the 05/06/2026 - revised (Regular meeting) – seconded by Joe Deller – all in favor – motion carried.*
  - *Peter Brzozowy motioned to approve the minutes from the 05/13/2026 - revised (Special meeting) – seconded by Joe Deller – all in favor – motion carried.*
  - *Peter Brzozowy motioned to approve the minutes from the 05/20/2026 (Roads meeting) – seconded by Joe Deller – all in favor – motion carried.*
  - *Peter Brzozowy motioned to approve the minutes from the 05/28/2026 (Special meeting) – seconded by Mary-Catherine Graziano – four in favor – Joe was not present at the meeting – motion carried.*
- Addition #4 was addressed here:
  - Peter Brzozowy motioned to ratify the approval of the minutes from the dates listed – seconded by Mary-Catherine Graziano – all in favor – motion carried – approval ratified.
- Warrants for payroll + payables – review/approve – Four warrants were approved as follows –
  - *Warrant dated 06/03/2026 in the amount of \$4,988.43 – Peter Brzozowy motioned to approve the warrant as presented - seconded by Joe Deller – all in favor – motion carried.*
  - *Warrant dated 06/03/2026 in the amount of \$1,404.04– Peter Brzozowy motioned to approve the warrant as presented - seconded by Joe Deller – all in favor – motion carried.*
  - *Warrant dated 06/03/2026 in the amount of \$4,864.613 – Peter Brzozowy motioned to approve the warrant as presented - seconded by Joe Deller – all in favor – motion carried.*
  - *Warrant dated 05/21/2026 in the amount of \$3,814.47 – Joe Deller motioned to approve the warrant as presented - seconded by Meredith Vincent – all in favor – motion carried.*
    - *This was a ratification of Peter Brzozowy's signature.*
- Addition #4 was addressed here:
  - Peter Brzozowy motioned to ratify the approval of the warrants listed – seconded by Mary-Catherine Graziano – all in favor – motion carried – approval ratified.
- *At this point, Mary-Catherine Graziano pointed out that the date on the agenda was the fourth instead of the third, so she questioned if the meeting would be considered legally warned.*

- *There were several suggestions made about how to move forward with the meeting.*
- *Catherine Dimitruk from Northwest Regional Planning was in attendance to discuss Open Meeting Law (OML) and was asked to weigh in on how to move forward while adhering to OML.*
- *Catherine advised that to stay compliant with the OML, the Board should adjourn and meet on the properly warned day, which would be Thursday.*
- *The Board took the advice that Catherine gave them and adjourned until the next day.*
- *The OML training was able to be continued as it was not a decision-making item from the agenda and was intended for the Selectboard and not necessarily the public.*
- *Catherine continued with the OML training and answered questions for the Selectboard and others.*

Addition #1 was addressed here – Vice-Chair, Peter Brzozowy requested to add a conversation about battery storage at the town office.

- Peter informed all present that he sent the draft agreement to Vermont Electric Cooperative but recommended sending it to the Town Attorney for review before moving forward.
  - Peter also recommended that the Fire Marshall and Town Insurance company be contacted for safety and code compliance issues as well as liability and coverage issues.
  - Vice-Chair, Peter Brzozowy motioned to empower Chair, Cary Sandvig to contact the Town Attorney and ask him to review the contract with Vermont Electric Cooperative – seconded by Joe Deller – all in favor – motion carried.
  - Peter Brzozowy will contact the insurance company and the fire chief to inquire about safety, code compliance, coverage and liability issues.
  - Updates will be given as they become available.
- Ruth Csaey - removal of Slide & Swing Frame from Veterans Park
  - Ruth Casey was present to inform all present that the Recreation Department group has decided to remove the slide and swings, rather than replace them, due to insurance issues and cost of replacement.
  - They have received a quote from Total Property Maintenance (Martin Jensen) to complete the work for \$600 or less and would like the Selectboards approval to hire TPM.
  - Mary-Catherine Graziano motioned to allow the Rec. Dept. to hire TPM and spend up to \$600 for removal of the swings and slide – seconded by Peter Brzozowy – all in favor – motion carried.
  - The funds will be taken from the Rec. Dept. funds.
  - Updates will be given as they become available.
- Veterans Park Pavilion – update if any - [Pavilion Approval Letter](#)
  - Sylvia Jensen was present to explain the two options that the Rec. Dept. and ILMCO had decided on for location of the pavilion. [Proposed location](#)
  - There was some discussion about the two options, option number 1 being at the end of the pickle ball court and option #2 being where the swings are currently, and the benefits and difficulties of both.
  - There was some concern that the Selectboard has not been given any quotes for the work for comparison.
  - Sylvia Jensen informed all present that she would email the Selectboard the quotes that had been received.
  - Peter Brzozowy asked if the site was ready for the work to begin and he was informed by Sylvia that it is not. The location that the Board approves needs to be determined before the work can be done.
  - Peter Brzozowy informed all present that he attended the meeting on site when the Rec. Dept. and ILMCO were discussing proposed locations and there was a conversation about the power for the pavilion.

- His understanding was that the Rec. Dept. was considering asking the Town for funds to cover the cost of the installation of the power.
- Sylvia clarified to all present that the Rec. Dept would like to place the conduit for the power before the concrete is poured so that it is in place.
- Sylvia also explained that if the Rec. Dept. needed finances from the Town, they would ask the Town via a petition.
- Mary-Catherine Graziano requested that the Selectboard be updated more often.
- Sylvia Jensen stated that she would provide more updates to the Selectboard.
- Sylvia also wanted to go on record to express gratitude for the help that they Rec. Dept. has received from Emily Klofft from Northwest Regional Planning.
- Peter Brzozowy asked if there was a “drop dead” date that the work needed to be completed by, as there is with other grants.
- Sylvia informed all present that the date was the end of 2027.
- Sylvia explained that option #1, which is at the end of the pickle ball court is the preferred location of the majority of the two groups.
- Sylvia also explained that nothing will move forward without the Selectboard being informed and seeing any necessary paperwork.
- Mary-Catherine Graziano motioned to accept option #1 for the location of the pavilion – seconded by Joe Deller – all in favor – motion carried.
- Updates will be given as they become available.
- Carmine Centrella - 2026 LEMP approval
  - Carmine Centrella, as the Emergency Management Director, was present to get approval for the 2026 LEMP or Local Emergency Management Plan.
  - Carmine informed all present that the only thing that changed in the plan from 2025 to 2026 was some of the contact information.
  - Peter Brzozowy motioned to approve the 2026 LEMP as presented – seconded by Mary-Catherine Graziano – all in favor – motion carried. (This can also be found on the Town website at <https://islelamotte.us/> )
- Landfill – update/action needed
  - Chair, Cary Sandvig informed all present that he stopped at the property to talk to the residents, who were reluctant to allow the site visit.
  - There was some discussion about contacting the owner of the property and it was agreed that the next step should be to send a certified letter to both the landowner and the residents.
  - Cary indicated that the State representative would like copies of the receipts for the certified letters.
  - Vice-Chair, Peter Brzozowy suggested that the Town Attorney might draft the letters and the other Board members agreed.
  - Peter Brzozowy motioned to authorize Chair, Cary Sandvig to contact the Town Attorney on this matter and ask him to draft two certified letters – seconded by Mary-Catherine Graziano – all in favor motion carried.
  - Chair, Cary Sandvig will contact the Town Attorney on this matter.
  - This topic will be on a future agenda.
- Purchase laptops and cell phones for Town governance (approved at a prior meeting) – update
  - Mary-Catherine Graziano informed all present that she had done some research to find out if other towns provide laptops and phones for their Selectboard and learned from the towns that she spoke to, that they do not.

- Joe Dellar also did some research to the same and suggested that instead of a laptop for each Board member, that the town invest in two laptops that can be used in the town office or taken home if a Board member is working on a larger project that requires more time.
- The Board thought this was a feasible suggestion.
- Joe asked if Rural Solutions had a virtual option that would allow the Board members to use their personal devices but through a means that would be through the towns servers.
- Chair, Cary Sandvig stated that he did not know if that was an option but that he would research it through Rural Solutions.
- Cary Sandvig will talk to Rural Solutions about purchasing two laptops instead of five and have them “in house” for the Selectboards use.
- Selectboard Assistant, Donna Bohannon requested that the Road Commissioners (Robin Guiterrez) phone be taken off TracPhone and added to the Rural Solutions package as Robin has had many issues with the phone that she was given.
- Donna seems to think it is the service, not the phone itself, and requested that Robins phone be added to the Rural Solutions contract.
- Cary will also inquire about this with Rural Solutions.
- This topic will be on a future agenda.
- A.C.O. “Stray hold” discussion
  - Mary-Catherine Graziano reported to all present that she has been in contact with Animal Control Officer, Jim Benson about a contract with White Knight Kennels in Chazy New York for short term hold of animals as Chittenden County Humane Society is not able to do short term holds, only long term.
  - Mary-Catherine explained that there were some questions about transporting dogs back and forth across state line and that a vet may need to do a health check of the animals before transporting them.
  - ACO, Jim Benson was going to research the rules for this and get back to Mary-Catherine.
  - Jim sent a copy of the Town of Alburgh’s agreement with White Knight Kennels for the Board to review.
  - This topic will be on a future agenda.
- On-going projects
  - Town Office Water Damage – update
    - Vice-Chair, Peter Brzozowy informed all present that the plumbing has been completed, the floors are almost done, and the walls have been painted.
    - Peter also informed all present that reconfiguring the office can now take place.
    - Peter also reported that the last project that needs to be completed is cove molding but that there is only one quote for the work as others are not interested in doing the job.
    - The quote is for approximately six thousand dollars.
    - This item will appear on the June 17<sup>th</sup>, 2026 agenda for a vote by the Selectboard.
  - 250th Anniversary Celebration – update – P. Brzozowy / A. Whipple
    - Vice-Chair, Peter Brzozowy informed all present that the banners for the events have been purchased and the 250<sup>th</sup> group will be deciding on placement at their next meeting.
    - Peter also reported that more planning for Isle La Motte’s entry in the annual Fourth of July parade in Alburgh is being done.
    - Updates will be given as they become available.

- Adopt ordinances from TPC
  - Signage Ordinance
    - There was one addition to this ordinance that needed to be made.
    - This Ordinance, with the addition, will be on the June 17<sup>th</sup> agenda for approval.
  - Right of Way Ordinance
    - Peter Brzozowy motioned to approve the Right of Way Ordinance as presented - seconded by Mary-Catherine Graziano – all in favor – motion carried – Ordinance adopted.
  - Road Bridge and Culverts Ordinance
    - Peter Brzozowy motioned to approve the Road, Bridge and Culvert Ordinance as presented - seconded by Mary-Catherine Graziano – all in favor – motion carried – Ordinance adopted.
  - Selectboard Assistant, Donna Bohannon will draft a synopsis of both Ordinances with the proper language to submit to the Islander for publication and will post in five places in town as well as the town website.
- Old Town Hall – Open House and presentation
  - Chair, Cary Sandvig informed all present that the topic will remain on the agenda and a plan for an open house is being worked on.
- Addition #2 was addressed here;
  - Vice-Chair, Peter Brzozowy informed all present that the Town received a bill from the State Police for answering alarm calls at the old Town Hall and that he has been in contact with the State Police to inform them that there is no longer an alarm there.
  - The Town will no longer receive bills for this service at the old Town Hall, only the current Town Hall.
- Addition #3 was addressed here.
  - Mary-Catherine Graziano requested that she be allowed to talk to NRPC about possible grants for replacement of the boiler system.
  - Peter Brzozowy motioned to allow Mary-Catherine Graziano to further explore grants with NRPC – seconded by Joe Deller – all in favor – motion carried.

## **5 Roadways - priority business**

- Eric Brown driveway issues/questions – update
  - Vice-Chair, Peter Brzozowy informed all present that he and Road Commissioner, Robin Guterrez are scheduled to meet with Eric Brown on Sunday, June 7.
  - They are hoping to present a more detailed plan at the June 17<sup>th</sup> meeting.
  - There was some discussion about the line of site survey that was done, indicating the grade of the land.
  - There was also some discussion about the letter that was to be sent to Eric Brown and the possibility of a second letter that was discussed.
  - Selectboard Assistant, Donna Bohannon informed all present that the “cease and desist” letter was mailed but that a decision was not made about the second letter.
  - Peter Murray reminded all present that the second letter was going to be about brining docks and boat lifts over the guardrail.
  - Nothing more was discussed about that topic.
  - This topic will be added to the June 17<sup>th</sup> Selectboard meeting for further discussion.

- Power box for town shed
  - Road Commissioner, Robin Guterrez is waiting for a call from the person at Vermont Electric Cooperative that will take care of the request.
- ROW permit request – Pending RC approval
  - Road Commissioner, Robin Guterrez gave verbal approval over the phone for this request.
  - Peter Brzozowy motioned to approve the request as presented - seconded by Joe Deller – all in favor – motion carried.

**6 Other Business** – No other business was addressed at this meeting.

**7 Adjourn** – At 7:29 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 \_\_\_\_\_