

Town of Isle La Motte
Selectboard Regular Meeting Minutes (Roads)
June 17th, 2026

PRESENT: Chair, Cary Sandvig, Joe Deller, Mary-Catherine Graziano, Meredith Vincent, Selectboard Assistant/Clerk, Donna Bohannon, Peter Murray, Michelle Murray, 250th group representative, Carmine Centrella **VIA ZOOM:** Vice-Chair, Peter Brzozowy, Louise DeFreitas Koss, Erin Gilligan

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

Additions to Agenda – One addition was made by Chair, Cary Sandvig

- Addition #1 – Review the Signage Ordinance and adopt if final.
- This addition was addressed under administration.

Administration

- Approve Selectboard minutes from [06/04/2026](#) (Regular meeting)
 - *Mary-Catherine Graziano motioned to approve the minutes from the 06/04/2026 meeting as written – seconded by Joe Deller – all in favor – motion carried.*
- Warrant for payroll + payables – review/approve
 - Three warrants were presented and approved as follows –
 - Warrant dated 06/17/2026 in the amount of \$1,656.83 – *Joe Deller motioned to approve the warrant as presented – seconded by Mary-Catherine Graziano – all in favor – motion carried.*
 - Warrant dated 06/17/2026 in the amount of \$6,471.54 – *Joe Deller motioned to approve the warrant as presented – seconded by Mary-Catherine Graziano – all in favor – motion carried.*
 - Warrant dated 06/15/2026 in the amount of \$13,664.05 – *Mary-Catherine Graziano motioned to approve the warrant as presented – seconded by Joe Deller – all in favor – motion carried.*
 - The Selectboard signed the *Right of Way Ordinance* and the *Town Roads, Bridge and Culverts Ordinance*.

Roadways - priority business

- Executive Session – developing West Shore Rd. issues – per [1 V.S.A. § 313 \(C\)](#)
- *Vice-Chair, Peter Brzozowy gave a brief overview of an ongoing issue on West Shore Road and explained that premature general public knowledge would place the town at a disadvantage and made a motion that the Board would need to enter into executive session per 1 V.S.A. § 313 (C) – seconded by Joe Deller – all in favor – motion carried.*
 - *Mary-Catherine Graziano motioned to enter into executive session at 6:12PM – seconded by Meredith Vincent – all in favor – motion carried – Board entered into and left the room for executive session.*
 - *At 6:57PM Mary-Catherine Graziano motioned to leave executive session – seconded by Meredith Vincent – all in favor – motion carried – Board came out of executive session.*
 - No decisions were made as a result of the executive session.
- Eric Brown – driveway issues/questions – update
 - Vice-Chair, Peter Brzozowy reported to all present that Eric Brown informed him that he would not be able to start work on his project until July 1st.
 - Chair, Cary Sandvig reported that there are a couple geographical concerns about the drainage of the ditches in front of Eric Brown's property.
 - One issue being that new drainage is needed and the other being ditching and water control issues.
 - The Board agreed to move forward by working with Mr. Brown to ensure that the job is done correctly.

- The job needs to be broken into two parts. One part is the portion that will be the Town's responsibility for, such as ditch repair and the second part that Mr. Brown would be responsible for, including the culvert installation.
- There was some discussion about how to best approach the project, and it was agreed that it would be best to hire the same contractor for both aspects of the project.
- Vice-Chair, Peter Brzozowy will contact Eric Brown and schedule a meeting with Eric, Peter and Joe Deller to go over the details of the project and establish how the billing will be split out.
- *Joe Deller motioned to approve Peter Brzozowy and himself to meet with Eric Brown to go over the scope of the project – seconded by Peter Brzozowy – all in favor – motion carried.*
- *Meredith Vincent motioned to authorize Road Commissioner, Robin Guterrez to look for a contractor to do both portions of the work at the location on West Shore – seconded by Peter Brzozowy – all in favor – motion carried.*
- Retaining wall at 2603 West Shore – responsible party?
 - Selectboard Assistant/Clerk, Donna Bohannon explained that a potential buyer of the property at 2603 West Shore Rd. was inquiring about the retaining wall at that property and wanted to know if it was the Town's responsibility to repair and maintain it or if that responsibility fell on the landowner.
 - Road Commissioner, Robin Guterrez explained that she inspected the retaining wall in question and determined that it is the Town's responsibility and that it will need to be repaired in the future.
 - Robin further explained that the rocks that were used are square rocks and very expensive but that it could be repaired with shot rock.
 - Robin also explained that she has a meeting with a contractor next week and that this is a lower priority project at the moment and that it can wait until fall.
 - The Board agreed that it is the responsibility of the Town to maintain the retaining wall in order to protect the road and keep it safe.
 - The Board also agreed that **when and how** they repair/maintain this retaining wall will be at the **total discretion** of the Selectboard.
 - This topic will be on the next Roads agenda.
- Right of Way cleaning debris for mowing - update
 - Robin Guterrez reported that Martin Jensen was unable to access some of the areas that needed to be cleared of debris.
 - These areas will be revisited and cleared if possible.
 - Robin requested that the Board consider hiring Total Property Maintenance (Martin Jensen) on a two year contract so he can clear the areas as needed and not have to wait for the contract to be enacted.
 - The Board will include a two-year contract in the budget if deemed appropriate.
- Louise DeFreitas Koss - Right of Way request – 893 School St.
 - Robin Guterrez read the request and asked Louise Koss if the work was going to be directly in front of her house and was informed that it was.
 - Louise explained that she spoke with three different contractors, bids had been received and gave the names of the contractors.
 - Robin reported that she approved of all three contractors but added that emergency services would need to be made aware and proper procedures would need to be followed if a road closure was needed.
 - Louise stated that she would keep the Town informed of the timeframe and updated on the work.

- The paperwork will need to be notarized, for both Cary Sandvig's signature as Chair and Louise DeFreitas Koss' signature as requestor.
 - S.B Assistant, Donna Bohannon reported that she is a notary Public and can notarize both signatures.
 - *Joe Deller motioned to approve and allow Cary to sign the R.O.W request for Louise DeFreitas Koss – seconded by Meredith Vincent – all in favor - motion carried.*
- Road grading – update - RFP progress
 - Road Commissioner, Robin Guterrez suggested that the grading be done in two phases, Phase A and B and explained how that would take place.
 - Robin also reported that she received a quote from Frank Boyle (Embers Garden) to do the work in the phases as suggested. 6,925, and includes cutting the shoulders, removing or using the rock fines for driveway aprons, removal of sod, three loads of plant mix to be tailgate spread on the road and properly spreading calcium chloride on the roads as well as a fall grading of both sections. *Meredith Vincent motioned to advertise the work in the Islander and on the Municipal website – seconded by Joe Deller – all in favor – motion carried.*
 - The quoted amount was \$
- **Off topic addition** - Road Commissioner, Robin Guterrez informed all present that Church Road would be temporarily closed on Wednesday, June 23rd, starting at 7AM for repairs to the road.
 - Robin explained to all present what the job entails and explained that a flagger is needed.
 - Robin also explained that Sevanna Stetson has flagging experience and is able to help if the town will hire her. Proper paperwork had been submitted for approval.
 - *Mary-Catherine Graziano motioned to hire Sevanna Stetson as a temporary, as needed flagger – seconded by Joe Deller – all in favor – motion carried.*
- Work needed at Brother's – update
 - Much of the work is completed at the Brothers site.
 - Road Commissioner, Robin Guterrez reported that materials that will be removed from the summer road project will be stored at the Brother's site or used to fill in areas at the site.
- Power box for town shed – update
 - Robin Guterrez reported that she has not received a call back about this from VEC.
 - Others will make phone calls to VEC as an attempt at getting answers.
- Salt Shed repairs – update
 - No updates at this meeting.
- Budget/paving – update
 - No updates at this meeting.
- Trees at 1959 West Shore Rd – marked for removal
 - Selectboard Assistant/Clerk, Donna Bohannon explained that a call had come into the office asking about the trees at 1959 West Shore that are marked for removal.
 - Road Commissioner, Robin Guterrez reported that these trees will be removed but there are other trees that pose more of a threat and the trees at 1959 West Shore will be removed after the more threatening trees have been removed.
- Steve Foley - Electric panel at the head of the Island – not working?
 - Selectboard Assistant, Donna Bohannon explained that a call had come into the office about the power not working at the head of the Island.

- There was some discussion about why the power is needed at this time and it was determined that it doesn't matter, an electrician needs to be enlisted to determine why the power is not working.
- Selectboard Assistant Donna Bohannon was asked to get a few quotes from electrical contractors to determine why the power is not working at the head of the Island.

Town Business

- Dumping on West Shore Rd. - Concerned citizen – [photos of garbage](#)
 - The Selectboard reviewed that emails and photos.
 - Mary-Catherine Graziano will reach out to the potential perpetrator and report back to the Board.
 - This topic will be on the next regular agenda, currently scheduled for 8 July, 2026 (see “other” section for details of the date).
- On-going projects
 - Town Office Water Damage – update
 - ♦ [Quote](#) for molding installation – review and approve
 - ♦ Vice-Chair, Peter Brzozowy explained to all present that only one quote out of several requests had been received.
 - ♦ Peter explained that Lee Carpet and Appliance from Plattsburgh, New York sent a quote for \$5,362.54, including materials and labor.
 - ♦ Mary-Catherine Graziano motioned to approve the quote from Lee Kitchen Carpet and Appliance for the amount of \$5,362.54 – seconded by Meredith Vincent – all in favor – motion carried.
 - ♦ Chair, Cary Sandvig signed the agreement
 - 250th Anniversary Celebration – update – P. Brzozowy / A. Whipple
 - ♦ Vice-Chair, Peter Brzozowy explained to all present that the 250th Commission has possession of the banners, and they are looking for appropriate spots to hang them.
 - ♦ Peter also reported that VEC has given permission to place them on the poles and they will be installed in the next couple of weeks.
 - ♦ Isle La Motte will have a float in the annual July 4th parade in Alburgh.
 - ♦ August 22nd will be the rededication of the monument at Burying Yard Point.
 - ♦ September 19th will be the Town-wide celebration.
 - Adopt Ordinance from TPC
 - ♦ [Signage Ordinance](#)
 - ♦ Meredith Vincent had suggestions/ additions to the draft ordinance.
 - ♦ This topic will be added to the next regular agenda, currently scheduled for 8 July, 2026 (see “other” section for details of the date).
- Electrical work needed – several items – update
 - No updates at this meeting.
- A.C.O. “Stray hold” discussion – update
 - No updates at this meeting.
- Veterans Park Pavilion – update if any
 - No updates at this meeting.
- Begin planning old town hall open house/presentation

- Vice-Chair, Peter Brzozowy informed all present that he has not received an update from the architect about a possible date to present to the town.
- Peter stated that he will contact Emily Klofft at Northwest Regional Planning to enlist her help in getting an answer from the architects for a date.
- This topic will be added to the next regular agenda, currently scheduled for 8 July, 2026 (see “other” section for details of the date).
- Discussion about audit bid request
 - Mary-Catherine Graziano informed all present that the town’s three-year contract with R.H.R Smith is due to be renewed and suggested putting out an RFP for auditors to bid on the job.
 - Mary-Catherine wanted to address this to begin the conversation.
 - This topic will be added to the next regular agenda, currently scheduled for 8 July, 2026 (see “other” section for details of the date).
- Discussion about performance reviews
 - Mary-Catherine Graziano informed all present that there are three employees that the Selectboard can give performance reviews to.
 - The three are; building maintenance employee, Toby Peacock, Road Commissioner, Robin Guterrez and Assistant to the Selectboard/Selectboard Clerk, Donna Bohannon.
 - Mary-Catherine wanted to address this to begin the conversation.
 - This topic will be added to the next regular agenda, currently scheduled for 8 July, 2026 (see “other” section for details of the date).

Other Business – Chair, Cary Sandvig asked that the next regular meeting be moved to July 8th rather than July 1st as he won’t be in Town on the 1st.

- Vice-Chair, Peter Brzozowy stated that he also won’t be in town on the 1st.
- Joe Deller motioned to move the first meeting of the month to July 8th rather than July 1st – seconded by Mary-Catherine Graziano – all in favor – motion carried.
- The first meeting of July will be held on the 8th rather than the 1st and the second meeting of the month will be on the regularly scheduled date of July 15th.

Adjourn - At 8:23PM Mary-Catherine Graziano motioned to adjourn – seconded by Meredith Vincent – 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 _____