

**TOWN OF SWANTON
MINUTES
SPECIAL SELECTBOARD MEETING
5-YEAR PLAN
Swanton Town Office Building
1 Academy Street, Swanton, VT 05488
Monday, July 22, 2013 @ 6:00 p.m.**

Present: John Lavoie, Selectboard Chair; Dan Billado, Selectboard Vice Chair; Joel Clark, Kathy Lavoie (entered at 6:43 p.m.), Dick Thompson, Selectmen; Harold Garrett, road foreman; Yaasha Wheeler, Secretary; David Jescavage, Town Administrator.

A. Call to Order

John Lavoie called the meeting to order at 6:00 p.m.

B. Pledge of Allegiance

John Lavoie led those present in the pledge of allegiance.

C. Meeting Topics:

1. Discuss Park D

Mr. Jescavage stated that he felt that the cost of building Park D should be included in the 5-year plan, since he estimated that the cost would be over a million. Mr. Billado requested that Mr. Tim Smith and Mr. Peter Cross should attend the Selectboard's August 6th meeting to discuss Park D.

2. Discuss 5-Year Plan

Explore Funding Options for S. River St.- Bank Stabilization and Guard Rails

Mr. Clark asked to consider moving this item to 2014 and to find out how much money should be put toward design.

On Going Tool Upgrade as Budget Allows

On target.

Evaluate Asbestos Removal for Garage 1

Mr. Jescavage said that he had been leaving messages for Amy Paige, to which she had not yet responded. He had also called the Northwest Regional Solid Waste District, who had informed him that they did not deal with asbestos. Greta Brunswick had given him a form to fill in about the history of the garage. Mr. Clark asked if the Selectboard was planning to remove the asbestos before the sale, or to simply identify that it was there and sell it as is. Mr. Lavoie replied that it would be good to know the cost of the removal, in case the sale of the land was contingent upon it. He would get Mr. Jescavage a list of the companies which had done asbestos removal for him in the past.

Obtain Estimate/Quote for Garage 1

Mr. Clark stated that the Selectboard should go out for a request for a proposal to demolish Garage 1. Mr. Thompson stated that Hodgdon Salvage Yard should be asked for a rough estimate of the cost to take down the garage, with asbestos removal and without it.

Evaluate Phase 2 and Phase 3 Brownfield Grant(s) for Garage 1

Mr. Garrett asked to take some of the materials to make into a tool shed on his personal time. Mr. Thompson stated that the Town was not eligible for the grant for the next step, since the Town was the one who had contaminated the garage, but a developer was eligible for a grant. Mr. Jescavage was asked to find out what money might be available for clean up.

Contact Potential Purchasers of Garage1 – Escalate Marketing Efforts – Apply

Revenue to Garage Loan

It was noted that H. D. Campbell was interested in the garage, which was also being advertised daily in the St. Albans Messenger until the end of July. Krister Adams of Housing Foundation, Inc., was not currently interested in the property. Mr. Thompson suggested that, if the end of the month brought no bites, the Town should alert every builder in the area of the land's availability.

Size Potential Number of Housing Units at Garage 1 Lot

Mr. Thompson suggested that any buyer of the lot should speak with the adjoining homeowners such as Daniel L'Esperance to see if they would be interested in doing some boundary line adjustments to square the lots.

Purchase Compactor

Completed.

Purchase Asphalt/Concrete Utility Saw

Completed.

Purchase Subcompact/Compact Tractor

Completed.

Purchase 1-Ton Truck

In the works.

Install Chain Link Fence at Perimeter of Garage 2

In the works.

Add Lean-To to Sand Shed, on the Side Facing the Woods, For Salt Storage

Mr. Billado said that he would like to review the walls in 2014. Mr. Lavoie noted that the sand shed ceiling needed to be fixed because of some holes in it.

Continue to Pave Gravel Roads with Completion an Objective

Mr. Lavoie pointed out that the only gravel road remaining is Giroux Road, which Mr. Clark felt should be closed. Mr. Billado disagreed, because the road could be used for mutual aid purposes. All of the Selectboard agreed that paving the road was unnecessary, although it could be graded periodically. Mr. Garrett noted that the 600 to 700 remaining feet of Missisquoi Street should be paved, and Mr. Billado added that about 1500 feet of Robin Hood Drive should be paved in 2017.

Arrange Meeting with State of Vermont Traffic Committee After Completion of Wal-Mart

Mr. Thompson requested Mr. Jescavage to send a letter to the Traffic Committee at once, because Wal-Mart would be opening on October 16, 2013, and the speed limit in the area should be lowered to 40 mph by that time.

Investigate Chipper Replacement

Mr. Garrett said that he had bought a new pump which, since being installed, worked well and prevented the need for a new chipper.

Additions

Mr. Clark requested the addition of Drainage for Hog Island, Janes Road, and Missisquoi Street. Bushey Street could be included in 2014. Mr. Garrett noted that Bushey Street sidewalks should be removed and a walking path should be designated along the road instead.

GENERAL DEPARTMENT

Meet with St. Albans City Council & Peter Cross for Water & Waste Water Allocations – Southern Growth Center

On hold, to be rolled over into 2014 if needed.

Scrape & Paint 2nd Story of Town Office

Moved to 2014.

Phase II Participation in TTRC

No longer needed since the Selectboard's decision not to pursue the arena project with Highgate and Franklin. Removed from 5-Year Plan.

Explore Funding Sources to Pave Fit & Healthy Recreation Path

Moved out to 2014. Mr. Thompson noted that the vegetation on the Rail Trail was beginning to creep again, and requested Mr. Jescavage to contact Jason Bourdeau of Bourdeau Bros. in Sheldon to remove it. Mr. Garrett said that the highway crew would mow along the trail as well.

Mr. Garrett asked Mr. Jescavage to find out the owner of the triangular piece of land at the intersection of Cook Road, Bushey Road, and Woods Hill, on the east side of Bushey Road. The highway crew needed that corner to stockpile ground blacktop for the Woods Hill project.

Review 5-Year Plan with Planning Commission and DRB

Mr. Clark suggested that this should be done in September or October.

Additions

Mr. Clark suggested placing 'Park D Plan' at the end of 2013. Mr. Thompson pointed out that Swanton had already made money off of Park D and that the objective was now to create jobs and economic development. The Selectboard considered conveying the land to the FCIDC, since the FCIDC has the resources and expertise to better manage the development of the property. More discussion would be had on the meeting of August 6, 2013. Mr. Garrett requested that a few acres of the park be saved for the highway crew to stockpile topsoil.

2014

HIGHWAY

Perform Road Work as Needed. Pave 1.1 Miles of Dirt Road

It was noted that Missisquoi Street was the only dirt road that needed paving. Bushey Street and Comstock Road were priorities for repaving. Mr. Billado added that the industrial park should be reconsidered for 2015, if not sooner.

Seal & Strip Municipal Parking Lot

Mr. Billado said that they needed someone to coat and seal the parking lot; then they could request Mike Menard from the Village to stripe it.

Kathy Lavoie entered at 6:43 p.m.

Emphasis on Topcoating Roads

This item was removed, because a paving plan was already being developed.

Conduct Feasibility Study for Upkeep and Construction of Sidewalks in Town

Mr. Garrett felt that what was left on Grand Avenue for sidewalks should be replaced, and that Bushey Street sidewalks should be replaced with a walking path on the road shoulder. He also wanted the Regional Planning Commission to count the cars that used Bushey Street.

Evaluate/Survey & Plan Upgrade of Sholan Road in Preparation for SGD Access from Route 105 – Contact Landowners

Mr. Garrett suggested designating stone for Sholan Road. Mr. Thompson added that the Town should have Jeff McMahon prepare a project review sheet to be reviewed by the agencies to determine what permits were needed. Mr. Garrett noted that Hazard Road should be upgraded to Class 3 in 2014.

GENERAL DEPARTMENT

Secure Water and Waste Water Allocations from City of St. Albans for Southern Growth District

Ongoing.

Continue Merger Discussions with Swanton Village Trustees

Ongoing.

Convey Robin Hood Site to David Fosgate - \$150,000.00 – Apply Revenue to Garage Loan

On target.

Develop Marketing Plan for Park 'D' in Conjunction with FCIDC

The Selectboard considered conveying the land to FCIDC, since the Town had already made almost \$200,000 from the land. This item would be discussed with Tim Smith and Peter Cross at the next meeting.

Promote Southern Growth District

Ongoing. Mr. Jescavage noted that he had spoken with the Planning Commission at their last meeting and presented the need for onsite wastewater in the Southern Growth District. He had also recommended merging the core overlay and the Southern Growth District.

Additions

Mr. Jescavage recommended buying hanging holders (\$2000 to \$3000) to protect the tax maps. Mr. Lavoie agreed that this item should be added to the 2014 budget.

2015

HIGHWAY

Rebuild Comstock Road

This item was moved to 2014. Mr. Garrett suggested reworking and widening Tabor Road for 2015. The Selectboard discussed the drainage of Hog Island Road and the presence of permanent units in the campground.

Paving Industrial Park A

Mr. Billado suggested moving this item to 2015. Mr. Garrett noted that the triangle by Mylan's was dangerous and should be removed.

Begin Permitting for Robin Hood Drive Extension – Phase II

It was determined that no permits were needed for Mr. Garrett to clean the existing ditch. Mr. Billado encouraged Mr. Garrett to commence the ditching, to prepare the road for paving.

Investigate Backhoe Replacement

Kathy Lavoie recommended moving this item down to 2017, since Mr. Garrett said that replacement was not needed. Miss Wheeler, Mr. Jescavage, and Mr. Garrett were working on creating a list of equipment, to better determine when items should be replaced. Mr. Garrett mentioned that he had found a used single-axle truck for \$60,500, versus the new cost of \$130,000.

Additions

Mr. Clark requested adding 'Maquam Box Culvert Repair' to 2014 and 2015, depending on when a grant could be obtained. Mr. Billado noted that the grant had already been applied for in 2013.

Mr. Billado mentioned that a culvert on River Street also needed to be replaced.

GENERAL DEPARTMENT

Update Municipal Plan

Mr. Jescavage explained that he believed municipal plans updates were now mandated every 10 years, rather than every 5 years. He would double-check on that. Kathy Lavoie was concerned that delaying the plan update might limit the town's ability to apply for certain grants.

Additions

It was noted that there were no major expenses necessary for software. However, the Selectboard agreed to look into a server upgrade and audio/visual upgrade for the meeting room in 2014, as well as IT/IS upgrade for 2016.

Mr. Jescavage stated that Burlington Communications had agreed to match the North Radio price for the 4 portable radios, but that the company believed that each portable radio had to go through a base with an antenna at the Municipal Complex. Cathy Fournier, Town Clerk, might need a truck radio connected to the Town Office antenna to send and receive calls from

the portable radios. There was also some concern about the metal garage and truck cabs interfering with the signal. Burlington Communications was willing to bring in some radios to test them.

Mr. Billado noted that he had discussed the radio license with Reginald Beliveau, Village Manager. The Village was using a frequency that was not even mentioned in the license, and there were four base stations in Swanton with only one license. The Selectboard agreed that the Town might need its own license in the future, especially since the number of portable radios allowed on the Village license might already be full.

Mr. Jescavage was asked to price a new aluminum flagpole for the new Town Garage.

2016

HIGHWAY DEPARTMENT

Road Improvement Project- South River Street – Bank Stabilization and Guard Rails

Mr. Garrett stated that the Town should work with the railroad to widen the road and perhaps to even include pace for walkers on the backside of the guardrails. Mr. Billado suggested setting aside the annual \$40,000 road improvement fund toward that purpose. Kathy Lavoie added that a walking grant might be obtained to offset the cost of the project; she suggested adding 'Walking Path' to this item. Mr. Garrett noted that the state highway department might have some used steel guardrail available for the project as well.

Build Trail Head Parking Area for Swanton Fit & Healthy and Lamoille Valley Rail Recreation Paths

Mr. Thompson explained that the Lamoille Valley Recreation Advisory Council wanted Swanton to build a trail head, for which Swanton had the perfect spot on Robin Hood Drive if the Town could acquire the property from the state. The Selectboard asked Mr. Jescavage to look into representing the town on the council, and to move this item up to 2015. He was also requested to send a letter to the state at once about the land for the trail head.

Additions

Road Work/Improvements

This would be reviewed once the Selectboard received a road list from Miss Wheeler, Mr. Jescavage, and Mr. Garrett.

Mr. Garrett said that his mower was functional but slow and Mr. Billado agreed that the Selectboard should replace the tractor in 2015.

2017

Complete Phase II of Robin Hood Drive Extension – Bushey Street to Route 7 – 8/31/17 Commitment

On track.

Completed Projects

HIGHWAY DEPARTMENT

Begin Final Discussions with VTrans and Vermont Gas Systems for Robin Hood Drive Easements

Pave Documented Roads

Upgrade Small Trailer for Lawn Mower Transport

Establish Capital Reserve Fund for New Highway Garage - \$35,000 - \$45,000.00 – Voted \$40K X 15 YRS.

Maintain Capital Reserve Fund for Trucks \$35,000.00 – Increase to \$40,000.00? – Voted \$37,500

Obtain Easements for Robin Hood Drive Extension – VTrans and Vermont Gas Systems – Lease Forthcoming

Replace Truck #31 (a 1991 Ford in poor condition) with a Single-Axle. Have Truck #31 Replace #33, and Turn #33 into a Spare.

Investigate Purchase of a Loader for Sand Shed to Load, Put up, and Push Sand more efficiently, and to Discontinue Borrowing Loaders

Seek Grant for Woods Hill Road

Complete Phase 3 of County Road Reconstruction

Prepare Rough Draft Plans for New Highway Garage

Design and Engineering for Highway Garage

Apply for Permits For New Garage

Excavator Payoff

Construct Phase I of Robin Hood Drive Extension – To Bushey Street

Comstock Road Improvements – Crossing, Signals and Approach Improvements – VTrans Project (Coordinate With)

GENERAL DEPARTMENT

~~Continue Participation in Tri-Town Recreation Facility Committee~~

Evaluate Computer Hardware and Software Future Needs – Server a Priority

Perform Preparations and Establish Development Review Board (DRB)

Complete Permitting of Park ‘D’

PC to Update Bylaws – Restaurants and Movie Theatre – Permitted/Conditional Use in Southern Growth District

Paint East & South Sides of Depot

D. Any Other Necessary Business

Mr. Jescavage said that VTrans wanted to start the project on Beebe Road, Comstock Road, and South River Street, so he would send a letter and give them the go-ahead.

Mr. Garrett stated that Pike Industries had estimated the cost to fix the damaged Maquam Shore Road section would be \$2500. The section would need to be cut out and replaced, which would create a bump. Mr. Garrett said that the money could be collected and put away if the Town felt it was better not to fix the road. The sum could be collected from the contractor who had caused the damage, Chris Reed. Kathy Lavoie suggested that, rather than collecting without repairing, the Town could consider the \$2500 as a fee for damages, to make the taxpayers feel better by the contribution. Mr. Lavoie and Mr. Clark agreed to check out the bump and see if the damage needed repair.

Mr. Garrett stated that the new tractor was “boiling” and Mr. Clark explained that it was because the screen was plugged under the radiator, which had been installed backward.

E. Executive Session (litigation & personnel)

Mr. Clark made a motion, seconded by Kathy Lavoie, to go into executive session at 8:08 p.m. Motion carried.

Mr. Thompson made a motion, seconded by Mr. Clark, to exit executive session at 9:33 p.m.

Mr. Clark made a motion, seconded by Kathy Lavoie, that the Town will not pursue the Joe Zorn - Joe Raleigh dog issue beyond the court's preliminary injunction. Motion carried.

Mr. Clark made a motion, seconded by Mr. Billado, to make a job offer for the Animal Control Officer position to Shaun Dashno. The start date would be July 29, 2013, with a beginning salary of \$500 per month with a 60-day evaluation, contingent upon a satisfactory background check. Mr. Dashno will train with current Animal Control Officer Allan Laroche. Motion carried.

The Selectboard completed an employee evaluation.

F. Adjournment

Mr. Billado made a motion, seconded by Mr. Clark, to adjourn the meeting at 9:39 p.m. Motion carried.

Typed on July 23, 2013
Minutes by Yaasha Wheeler
Received and filed by:

Cathy Fournier, Swanton Town Clerk

Date