

**TOWN OF SWANTON
MINUTES
SELECTBOARD MEETING
Swanton Town Office Building
1 Academy Street, Swanton, VT 05488**

Tuesday, February 4, 2014 @ 7 p.m.

John Lavoie, Selectboard Chair; Dan Billado, Selectboard Vice Chair; Dick Thompson and Joel Clark, Selectmen; Cathy Fournier, Town Clerk; David Jescavage, Town Administrator; Yaasha Wheeler, Secretary; Peter Cross, Cross Consulting Engineers; Timothy and Leslie Nulty; Leonard Stell, Swanton Village Police Chief; Krister Adams, Housing Foundation, Incorporated; Heather Buczkowski, Channel 15.

A. Call to Order

Mr. Lavoie called the meeting to order at 7:00 p.m.

B. Pledge of Allegiance

Mr. Lavoie led those present in the pledge of allegiance.

C. Meeting Topics

1. Minutes

- a) January 7, 2014 SLB Meeting
- b) January 24 2014 SLB Special Meeting

Mr. Clark made a motion, seconded by Mr. Thompson, to approve the minutes as printed. Motion carried.

2. Public Comments

No public comments.

3. Economic Development

- a) 7:05 p.m. Public Hearing with Krister Adams/HFI to close out VCDA Grant for Roy's Mobile Home Park

Mr. Billado made a motion, seconded by Mr. Thompson, to recess the Selectboard meeting and enter a public hearing at 7:03 p.m. Motion carried. Mr. Krister Adams stated that he represented Housing Foundation, Inc., the new owners of Roy's Mobile Home Park. The park's electrical system had been updated, which involved a joint effort from the Village electric team and a local electrician. Everything in the park was now up to or exceeding code, including electrical, water, and sewer. The park was in good shape and just needed to be preserved to provide affordable housing for the community in perpetuity. Mr. Adams thanked the town for stepping up and helping HFI to gather the funding it needed to preserve the mobile home park. He also thanked Mr. Jescavage for helping to pull together the grants needed to fund the project.

Mr. Billado explained that the public hearing was in relation to a grant for \$350,000 that the Town helped HFI to obtain at no cost to the taxpayers, and that the hearing was to allow for public input. Seeing no public present, Mr. Billado made a motion, seconded by Mr. Thompson, to close out the grant for the Vermont Community Development Program. Discussion: Mr. Jescavage stated that, about 6 months ago, he and Mr. Adams had met with residents of the park, who had expressed gratitude to the Selectboard for taking the action to get the funding needed for HFI to purchase the park. Discussion concluded. Motion carried.

Mr. Billado made a motion, seconded by Mr. Clark, to close the public hearing at 7:10 p.m. Motion carried.

Mr. Billado made a motion, seconded by Mr. Thompson, to reenter the recessed Selectboard meeting at 7:11 p.m. Motion carried.

b) Executive Session to Discuss Real Estate

Mr. Clark made a motion, seconded by Mr. Thompson, to enter executive session for real estate at 7:11 p.m. Motion carried.

Mr. Billado made a motion, seconded by Mr. Clark, to exit executive session for real estate at 8:08 p.m. Motion carried. Action taken: None.

The Selectboard skipped to Item 6: Law Enforcement.

6. Law Enforcement

a) SW Village Police Chief Report

Chief Stell came forward. The first sheet of the report gave the number and location of the traffic tickets (16 incidents), and the second sheet showed the total fine amount for the tickets. The number of incidents and their locations were on the third sheet. The rash of burglaries had reduced after the main perpetrators had been apprehended. Mr. Thompson noticed the frequency of the 911 hangup calls, and Chief Stell explained that it was a toddler.

Mr. Billado stated that he had met with Chief Stell about the 2013 budget, and had determined that all of the 2013 budget had been used up. He and the chief had discussed upcoming programs involving motor vehicle weigh stations, for which Chief Stell was seeking about \$2000 from the Selectboard to help pay for the enforcement projects. The Selectboard decided to “let the budget run” first, and then consider ways to help the chief, such as using the rollover money that would have been used to reduce taxes, so that there would be no extra cost to the taxpayers. Chief Stell explained the importance of the program, noting that it would make traffic safer, slower, and more aware. The Selectboard agreed that the project was worth more discussion.

Mr. Jescavage asked Chief Stell about the possibility of installing panic buttons in the Town Office, because of some incidents that had occurred in the last few weeks. Chief Stell replied that the Town’s security company could install the system, and that there were options so that use of the panic button would immediately call law enforcement.

4. Liquor Control Board

a) License Approvals for:

1. Hannaford
2. R. L. Vallee Inc.
3. Tim’s Shop Inc.
4. Jolley Associates
5. Swimmer LLC, Champlain Country Club

Mr. Billado made a motion, seconded by Mr. Clark, to act as the Liquor Control Board and sign the above-mentioned licenses. Motion carried.

5. Old Business

a) Liability Insurance Info from Andy Finelli

Mr. Jescavage presented the following variations on the insurance policy:

- Increase employee dishonesty limit to \$250,000, with a \$5000 deductible: The additional premium would be \$57 versus \$85 at the \$2500 deductible.
- Increase public official liability deductible from \$10,000 to \$50,000: The approximate annual reduction would be by \$372.
- Increase deductible on employment practice liability from \$10,000 to \$50,000: The annual reduction in the premium would be \$119.
- Increase the deductible from \$2500 to \$5000 on the Hartford Property Insurance policy: The approximate annual reduction in the premium would be \$320.

This would result in a total savings of \$839; however, it would also mean higher out-of-pocket costs for any claim.

Mr. Jescavage added that Mr. Finelli had estimated that increasing the excess liability policy to \$3 million raised the premium by \$515 per year, increasing to \$4 million raised the premium by \$1030 per year, and increasing to \$5 million raised the premium by \$1545 per year.

The Selectboard agreed that it was not worth changing their current policy just to save a little over \$800.

6. Expenditures

a) General Orders

Mr. Thompson made a motion, seconded by Mr. Clark, to accept the general orders for 12/19/13 to 12/31/13 as printed. Motion carried.

Mr. Thompson made a motion, seconded by Mr. Billado, to accept the general orders for 1/1/14 to 2/5/14 as printed. Discussion: Mr. Lavoie asked if Mrs. Fournier had shopped around and compared the office supplier; Mrs. Fournier said that she had and had found only pennies' worth of difference between Staples and Buck Supply and Distributor. She had not checked into W. B. Mason as yet. Mrs. Fournier explained the costs reflected for reissued checks, the Pet Dealer Permit (a fee to print a book from the Department of Corrections), and the engraved paper for birth certificates.

b) Highway Orders

Mr. Thompson made a motion, seconded by Mr. Billado, to accept the highway orders of 12/19/13 to 12/31/13 as printed. Discussion: It was noted that the salt purchase of \$4000 had come out of the 2013 budget and "killed the budget for salt." Discussion concluded. Motion carried.

Mr. Billado made a motion, seconded by Mr. Clark, to accept the highway orders of 1/1/14 to 2/5/14 as printed. Discussion: Mrs. Fournier explained the lost/voided check that was noted on the orders. Discussion concluded. Motion carried.

c) Payroll

Mr. Thompson made a motion, seconded by Mr. Billado, to accept the payroll for 12/19/13 to 12/31/13 as printed. Motion carried.

Mr. Billado made a motion, seconded by Mr. Thompson, to accept the payroll for 1/1/14 to 2/5/14 as printed.

d) School Fund Final Tax Disbursement

Mr. Clark made a motion, seconded by Mr. Thompson, to accept the school fund final tax disbursement as presented. Motion carried.

7. Highway Department

a) Discuss Concrete Culvert Project on Maquam Shore Road

Mr. Garrett was not present. Mr. Jescavage presented information on a structures grant on Maquam Shore to clear the old culvert. According to Mr. Jescavage, Mr. Garrett did not favor hiring engineers but wished to work with Jim Smith to pull the grant together to create a design. The estimated cost, according to Mr. Smith, would be \$36,869.28, and a grant was available for \$33,182.35, to expire on December 31, 2015. The difference of \$3000+ would be the town's match. Mr. Clark suggested that Mr. Garrett should put together a review and get a statement of work.

Mr. Thompson explained that, although Jim Smith was not an engineer, he was a regional technician with a great deal of experience. Mr. Clark favored putting out a statement of work by April to get bids back and repair the culvert while the weather was warm; Mr. Jescavage should work with Mr. Garrett to that end.

b) Update on Septic System

Mr. Jescavage explained that the septic system had given a false alarm; there was nothing wrong with the system, but the alarm kept triggering. Mr. Clark advised keeping an eye on it, and Mr. Lavoie suggested reviewing the septic system and pump station about a month before the one-year warrantee expired. Mr. Clark reminded Mr. Jescavage that he would like to see a warrantee log at the beginning of each meeting.

c) Update on Overhead Doors

Mr. Jescavage stated that the overhead doors were still having problems and that Mr. Garrett would be doing more tests on the sensors. Mr. Clark reported that Door 5's loud banging had been repaired. Mr. Lavoie said that, if the problems with the doors persisted, Champlain Door should be invited to the next Selectboard meeting to discuss the matter.

d) Other Updates

Mr. Clark stated that he believed the excavator and possibly the grader had been painted; the highway crew still used the Fourth Street garage for some work. Since the deadline for use of the building had been until the end of January, the situation should be evaluated so that the asbestos removal and building removal could commence. Mr. Thompson reminded Mr. Jescavage to call Myers Recycling to see if that company's services might help with the project.

The Selectboard asked Mr. Jescavage to put the paving contract, the fence installation, and the Fourth Street garage on the next agenda for discussion.

8. Correspondence

Mr. Jescavage presented a letter from the State of Vermont, advising the Town of new standards in order to qualify for a larger share of disaster funds. Mr. Jescavage would review the list to see how the Town's standards compared to the new standards.

The VLCT had sent out a memo that it would no longer sell health insurance, but did offer other types of plans, such as the EAP program which offered counseling for up to 18 employees at a charge of a little over \$700 a year.

A workshop on parcel tax mapping and possible grants available for that would be held the next day (February the 5th). Mr. Jescavage would attend the workshop.

Mrs. Fournier presented a bill from Marshall and Swift to be signed by the Selectboard so that she could pay it.

Mr. Jescavage stated that Erica Burle from the Vermont Department of Health had tentatively set the date for the joint Swanton/Highgate EEE presentation for April 10th around 5 or 6 p.m.

9. Any Other Necessary Business

a) Discuss Panic Buttons

This item was postponed until later in the meeting, during executive session.

10. Public Comments (reprise)

No public comment.

11. Upcoming Events

a) February 12, 2014 @ 5 p.m. Planning Commission public meeting

b) February 12, 2014 @ 7 p.m. Joint Legislative Body meeting at the Village Complex

The Selectboard marked this item as tentative, since, after discussion, it was not clear whether a meeting was necessary. Potential items might include discussion about the income from the cell tower and whether it could be split between the Town and the Village, as well as the possible need for a second Joint Legislative Body public hearing on the proposed changes to the Southern Growth District (Mr. Jescavage would check if this was necessary).

c) February 17, 2014 President's Day Holiday (Office Closed).

d) February 17, 2014 @ 7:30 p.m. Selectboard Joint Meeting with Sheldon in the town of Sheldon

All the Selectboard members planned to attend the Sheldon Selectboard meeting.

e) February 18, 2014 Next Selectboard meeting @ 7 p.m.

Mr. Clark asked to consider moving this date to February 19th, if possible. The Selectboard members who were present agreed that they could make the 19th. They would double-check on Kathy Lavoie's availability for that day.

- f) February 20, 2014 @ 7 p.m. Development Review Board Public Hearing
- g) February 24, 2014 @ 7 p.m. Town Warrant Informational Meeting in Village Complex

12. Executive Session

Mr. Clark made a motion, seconded by Mr. Thompson, to enter executive session at 9:20 p.m. for personnel and contracts (panic button). Motion carried.

Mr. Billado made a motion, seconded by Mr. Clark, to exit executive session at 9:42 p.m. Motion carried. Action taken: None.

Mr. Billado made a motion, seconded by Mr. Clark, to adjourn at 9:43 p.m. Motion carried.

Typed on February 5, 2014
Minutes by Yaasha Wheeler
Received and filed by:

Cathy Fournier, Swanton Town Clerk

Date