

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

*Tuesday, March 18, 2014 @ 7:00 p.m.*

Present: Dan Billado, Chair; Joel Clark, Vice Chair; John Lavoie, Turk Thompson, and James Guilmette, Selectmen; David Jescavage, Town Administrator; Cathy Fournier, Town Clerk; Harold Garrett, Road Foreman; Yaasha Wheeler, Secretary; Betsy Fournier, Swanton Recreation; Heather Buczkowski, Channel 15.

A. Call to Order

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

B. Pledge of Allegiance

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

C. Meeting Topics:

1. Minutes

a) March 5, 2014 SLB Organizational Meeting

Mr. Clark made a motion, seconded by Mr. Lavoie, to approve the March 5, 2014 Selectboard minutes as written. Motion carried.

2. Public Comments—None.

3. Old Business

Mr. Billado asked if the warrantee spreadsheet had been updated; Mr. Jescavage replied that it had. Mr. Billado asked if the Sheldon check had been received yet, and Mrs. Fournier affirmed that it had been received. Mr. Clark stated that he and Mr. Garrett had communicated regarding the garage door sensors, and gone over several options with Andy from Champlain Door. So far, flipping the sensors had seemed to work, and the pressure plates under the floor could not be removed because they were part of the safety standard. Mr. Garrett stated that the one-ton truck had been brought to Lucky's to fix the sand spreader, but the fix had not been successful. The bed chain could not be slowed down, and any setting lower than 3 would cause a surge in the spreader to throw the sand 18 feet wide. This surge is a known problem with many of these trucks from the same manufacturer (Fisher), and there was no known fix for it. Any deflectors would have to be added and removed manually, depending on the width of spread desired. Mr. Clark volunteered to call Lucky's tomorrow; he was in favor of receiving a full refund for the defective spreader.

4. Economic Development

a) Park D Discussion (Executive Session – Real Estate)

This item was tabled until later in the meeting.

b) Consider Book Mobile Parking

Mr. Garrett stated that the Book Mobile people had called him and requested to use the Fourth Street garage parking lot as overflow parking for their April event at the schools. They had also requested that the highway crew display one of their big trucks and the payload, with an attending crewman. Mr.

Jescavage was asked to speak with Mr. Finelli to determine any liability, but the Selectboard was in favor of attending the event. Mr. Garrett and Mr. Jescavage would work out the details.

## 5. Recreation

### a) Request to Close Portion of Robin Hood Drive for Color Splash Run

Betsy Fournier came forward. A two-mile run was planned for May 10<sup>th</sup>, with 200 runners already signed up. The course would travel from the Swanton Central School, down the Rail Trail, onto Robin Hood Drive, through Leduc Drive and Bushey Street, then back to the school. The running would take about 30 minutes at most. Stations along the way would throw colored chalk at the runners. After discussing the location of the course with Ms. Fournier, the Selectboard recommended that she contact the fire department, police department, and Missisquoi Valley Rescue to determine if they might be able to provide an escort, instead of closing down the road. They directed her to work with Mr. Jescavage on the matter, and to let the Selectboard know of her progress.

## 6. Animal Control

### a) SW ACO Monthly report

Mr. Dashno was unable to be present, so his report was tabled.

### b) Sign 2014 Dog Warrants

Mr. Jescavage presented three warrants/notices to be signed by the Selectboard, giving Mr. Dashno the authority to impound animals, write warrants, and perform his duties as Animal Control Officer of Swanton. Mr. Lavoie made a motion, seconded by Mr. Guilmette, to sign the documents. Motion carried.

## 7. Expenditures

### a) General Orders (for the dates of 2/19/14 – 3/18/14)

Mr. Clark made a motion, seconded by Mr. Lavoie, to accept the general orders as printed. Motion carried.

### b) Highway Orders (for the dates of 2/19/14 – 3/18/14)

It was noted that the recently-bought sign for Lime Kiln road had to be replaced because of a misspelling of the name. Mr. Garrett also explained that there was a discrepancy in the maps over Penell Road. Was it Penell Road or Penell Drive? And was it spelled with one N or two? Mr. Jescavage was asked to look into the state's records on that road within the next week, and to fix the signs accordingly.

Mr. Guilmette asked about the 3' and 4' bullnose items on the list, and Mr. Garrett explained that those were carbide plow blades.

Mr. Lavoie made a motion, seconded by Mr. Thompson, to accept the highway orders as printed. Motion carried.

### c) Payroll (for the dates of 2/19/14 – 3/18/14)

Mr. Thompson made a motion, seconded by Mr. Lavoie, to accept the payroll as printed. Motion carried.

The Selectboard agreed to meet on April 15<sup>th</sup> at 6:30 p.m. to review the 5-year plan and budgets prior to the regular meeting at 7 p.m.

## 8. Liquor Control Commission

### a) Review & Approve Liquor Licenses

Cathy Fournier presented liquor license renewals for the following establishments: VFW Post 778, Hog Island Market, North Country Bait & Tackle, Swanton Beverage, Village PUB. Mr. Lavoie made a motion, seconded by Mr. Clark, to recess the Selectboard meeting at 7:40 p.m. to enter into a meeting as the Liquor Control Commission to sign the licenses. Motion carried.

The meeting of the Liquor Control Commission opened at 7:41 p.m. Mr. Thompson expressed strong concern with “rubber stamping” the licenses, and advocated for more oversight of establishments that sell liquor. Have there been any violations? What has been done to correct those violations? The board should meet with repeat violators to consider how best to proceed. He was particularly concerned with oversight of tobacco, because of its potentially deadly effects.

Mr. Billado mentioned that he had some concerns with the new Village Pub, because of its lack of security; the other board members assured him that other pubs in the area lacked sufficient security as well. Mr. Thompson felt that it was appropriate to sign the licenses tonight, because all others had been signed without scrutiny, but that next year, the licenses should be considered more carefully. He asked Mrs. Fournier to include with the license renewal forms any documentation on violations. Mr. Lavoie agreeing, stating that the Selectboard should send out a notice before the renewals, to give establishments notice of the change of policy. Any “flagged” files would receive Selectboard attention at the time of renewal.

Mr. Clark asked Mr. Jescavage to research the authorities of the Liquor Control Commission, and help to develop a protocol from that. All presented liquor licenses were signed. Mr. Clark made a motion, seconded by Mr. Thompson, to adjourn the Liquor Control Commission meeting at 8:06 p.m. Motion carried.

The Selectboard reentered their recessed meeting at 8:07 p.m.

Mr. Lavoie made a motion, seconded by Mr. Clark, to allow Betty Cheney, Delinquent Tax Collector, to hire Vaughn S. P. Comeau, Esq., to assist in the collection of delinquent taxes and in tag sales. Motion carried.

#### 9. Highway Department

##### a) Review & Sign Vtrans Certificate of Highway Plan for Class 2 Grant Application

Mr. Garrett stated that he and Mr. Jescavage were applying for a Class 2 highway grant to redo Pond Road. It was their policy to always apply, regardless of likelihood of receiving the grant, because other towns might not be shovel-ready, and the extra money could go toward Swanton’s projects (as it did with the Woods Hill Road project). The Selectboard signed the paperwork that confirmed that they had approved the road and bridge standards, and that certified that the funds raised by taxes are equivalent to or greater than sum of at least \$300 per mile for each mile of class 1, 2, and 3 of town highway. Mr. Jescavage asked for permission to hire Jim Smith to do the specs for Pond Road, as it would involve blasting. Mr. Garrett stated that the blasting would be at least 1000 feet from the closest house, and that the widening of the road and the installing of guard rails would make the road much safer. Mr. Jescavage added that the grant was for \$175,000, and that the state would inspect it upon its completion, to ensure compliance with the state standards. Mr. Clark asked Mr. Jescavage to get an estimate for Mr. Smith’s services.

##### b) Review Jim Smith Bid Specs for Maquam Shore Road Concrete Culvert

The documents presented were draft; Mr. Jescavage and Mr. Garrett would be meeting with Mr. Jim Smith to “finish up.”

##### c) Discuss Single-Axle Truck Purchase Specs

Mr. Garrett stated that he had the specs for his single-axle, no-frills truck, and would ask 3 or 4 people for bids. He wanted to “spec out” standard versus automatic, as well as some other options. The truck would be used mostly in winter for salt, but in summer it might be used to draw stone or tow the trailer. Some of the options that he felt would be helpful were as follows: stainless steel body, trip hinge, center coal door in tail gate, electric clutch for hydraulic pump with low oil shutdown (both a fuel savings and a safety feature), electronic sander control, and 100 gallon tailgate mounted poly pre-wet tank system. For brands, Mr. Garrett was considering International, Western Star, Mac, and Freight Liner. Mr. Guilmette advised that the truck should not be undersized, since it would tow a trailer with heavy equipment. Mr. Garrett

agreed, stating that he would like a locking rear end. He would get all the specifications for the next meeting, with options for both a heavy and a light truck, then ask for “apples to apples” bids.

d) Discuss Salt/Sand Spreader Defect Remedy – Already discussed under Old Business.

e) Overhead Doors Update – Already discussed under Old Business.

f) Discuss Paving Contract

Mr. Garrett recommended postponing the paving of Bushey Street, because of the water issues. He was under contract to finish paving Woods Hill Road, and also planned to shim Comstock (about 1.2 miles for about \$60,000). He recommended paving Janes Road, from Giroux Road/Middle Road to Maquam Shore Road (about 0.6 miles). He would also like to pave Woods Hill from 207 to Route 7. He also planned to do Missisquoi Street. When receiving a bid per ton from the paving companies, he would also request a price per road. Mr. Garrett would work with Mr. Jescavage to put out a RFP to the paving companies. The Selectboard could review the bids by April. Mr. Lavoie noted that several roads in the road inventory were in poor condition; they should be included in future plans. Mr. Garrett agreed, explaining that he intended to fix the heavy traffic roads first, then move on to other roads.

g) Discuss New Garage Fencing

Mr. Clark requested postponing this item until the first May meeting, so that he and Mr. Garrett could do a site visit, and discuss options with the adjacent landowner about stockpiling some of the sand on his property.

h) Review New Garage Warranty Log

The Selectboard reviewed the new garage warranty log. Mr. Clark stated that there were more calls on the overhead doors than recorded, and Mr. Jescavage said that some of the calls had been made when the item was on the punch list, before the warrantee came into effect in September. Mr. Clark reminded that there had been several calls since the warrantee began. Mr. Lavoie asked for the log entries to be sorted by date.

Mr. Garrett informed the board that the pipe had blown off the water ionizer and saturated the electrical panel, which, although immediately fixed by Chevalier, resulted in the inability to make or receive calls from the garage landline. This was inconvenient, although fortunately, most calls for the highway crew were received on Mr. Garrett’s cell phone. The Selectboard urged more thorough documentation of such events and any other calls, e-mails, or other communications of problems, as well as their resolutions. Mr. Jescavage was asked to make those updates to the log, as well as to call regarding the dead landline at the garage.

Mr. Thompson asked to know the avenue of communication used to log warrantee calls. Mr. Garrett stated that he called Mr. Jescavage or Mrs. Fournier. Mr. Jescavage would then make the call to the appropriate contractor. Mr. Thompson advised that e-mails were a good way to keep a trail of all communications, and encouraged stronger communication amongst Mr. Garrett, Mr. Jescavage, and Mrs. Fournier. Mrs. Fournier suggested that the warrantee log could be updated with information from past minutes.

i) Discuss 4<sup>th</sup> Street Garage Demolition

Mr. Jescavage presented the bid from Myers Recycling, as well as all previous bids for the garage demolition. The quote from the asbestos removal company was still good (according to a representative from the company), and would include any necessary permits. The Selectboard agreed that the electric/heat discontinuance was the Town’s responsibility. Mr. Guilmette made a motion, seconded by Mr. Clark, to authorize Mr. Jescavage to move forward in obtaining the contract from Mansfield Environmental Abatement Group, Inc. for asbestos removal from the Fourth Street garage, for a price not to exceed \$12,175. Motion carried.

j) Snowstorm Update

The Selectboard commended Mr. Garrett and the highway crew for their efforts in clearing snow from the latest snowstorm. Mr. Thompson stated that he noticed a “big difference” in the clearing of the roads once he hit the Swanton town line, and thanked the highway crew for their good work.

k) Salt & Sand Supply Update

Mr. Garrett reported that the salt and sand supplies were sufficient for the rest of the season.

l) Other Updates

Mr. Garrett passed out documents regarding the street lights that the Town was paying for. Currently, the bill was \$835.10 a month; if the lights were changed to LEDs, the bill would be \$281 a month. The estimated cost for 53 lights would be approximately \$12,741.73, but in 3 months, the savings would pay for the lights. The cost of maintenance was \$4.49 per light per month, with an electrical usage charge of \$14.48 per month.

He was trying to get Efficiency Vermont to pay for some of the lights, but they would have to do a study on it first, and told him that they could only be available in 18 months. However, he had heard from other sources that they could be available much earlier, so he and Mrs. Fournier were attempting to reach some people at Efficiency Vermont who would help move the process along. So far, they had not been successful, but would keep trying.

Mr. Garrett added that the town was paying for lights in some private yards. The Selectboard asked Mr. Garrett to visit each light, make a note of whether it was on private property or town property, and make recommendations to the board as to which lights should remain on the town inventory, to be replaced. Mr. Garrett explained that this item came to his attention because the Village did an inventory of lights recently and was charging for lights in the town. The Selectboard asked Mr. Jescavage to put this item as a topic on the next JLB agenda, so that this could be discussed with the Village.

Mr. Garrett stated that he wished to have a Hazardous Waste Day. Mr. Billado agreed it should be done soon, since that was one of the promised benefits of joining the Solid Waste District, which had not followed through on helping the town in that area. Mr. Garrett pointed out that, as the second-largest population in Franklin County, Swanton was paying a hefty amount per year for the benefit of being part of the Solid Waste District. He added that usually, Swanton’s Hazardous Waste Day is planned for the first week of May. Turk Thompson suggested showing up at the Solid Waste District meeting to support Swanton’s Chris Leach. This, also, would be discussed at the next JLB meeting.

10. Correspondence

Mr. Jescavage stated that he had received a call from Mr. Adrian Hellman of the Federal Railway Association, who wanted to know if the Town wished to keep the round LED signs provided for the experiment on Lakewood Drive. There would be no cost to the Town to keep the signs. The Selectboard agreed that they wished to keep the lighted railroad crossing signs.

Mr. Jescavage stated that he had received a call from the state, informing him that the missing signs for the Missisquoi Rail Trail would be put up where the trail crosses Sholan Road.

Mr. Jescavage informed the board that he was working with KeVa Co. to switch over to the new website. Mr. Jescavage would be working with a GoDaddy technician to change over the e-mails to the Town’s ownership. The e-mails would be inaccessible during the process (which was scheduled for the weekend) but should be operational by Monday. All addresses would remain the same, with different passwords (updated to comply with new security regulations).

Mr. Jescavage said that VTrans had sent an agreement for the Selectboard to sign, regarding the repaving of Route 78 to Sheldon, including some redesign work at the intersection near McDonald’s and Robin Hood Drive, with new signage and lights. A portion in the agreement placed some responsibility on the

Town for maintenance of the project. Mr. Clark felt that may have to do with portions of the project that extended beyond the state road right-of-way.

#### 11. Any Other Necessary Business

Mr. Lavoie stated that a citizen had told him of a desire to see more police coverage in west Swanton. The Selectboard agreed that they had seen police coverage in the area, but appreciated the citizen's request.

Mr. Lavoie asked that Mr. Jescavage contact the library trustees to express the Selectboard's concern over the unrepaired fascia board/cornice area on the library roof, and to find out the latest information on the repairs.

Mr. Lavoie stated that someone had asked him about the handicap sign installed on Maquam Shore Road, and Mr. Garrett replied that the sign had been requested in writing, so it had to be installed.

Mr. Garrett said that, at the next meeting, he would present prices for the new laser level that he needs.

#### 12. Public Comments (Reprise)

No public comments.

#### 13. Upcoming Events

- a) March 19, 2014 @ 5:00 p.m. Planning Commission, Town Offices
- b) March 20, 2014 @ 7:00 p.m. Development Review Board, Town Offices
- c) April 1, 2014 @ 7:00 p.m. Next Selectboard Meeting
- d) April 10, 2014 @ 5:30 p.m. VT Dept. of Health Presentation on EEE Virus Impact on Swanton & Highgate @ SW Village Complex, 120 First Street

#### 14. Executive Session

Mr. Clark made a motion, seconded by Mr. Lavoie, to enter executive session at 9:51 p.m. for contracts. Motion carried.

Mr. Clark made a motion, seconded by Mr. Lavoie, to exit executive session at 10:49 p.m. Motion carried. Action taken: none.

#### 15. Adjournment

Mr. Lavoie made a motion, seconded by Mr. Thompson, to adjourn at 10:50 p.m. Motion carried.

Typed on March 20<sup>th</sup> and 22, 2014

Minutes by Yaasha Wheeler

Received and filed by:

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Cathy Fournier, Swanton Town Clerk

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Date