

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

Tuesday, April 15, 2014 @ 7:00 p.m.

Present: Dan Billado, Selectboard Chair; Joel Clark and James Guilmette, Selectmen; Cathy Fournier, Town Clerk; Harold Garrett, Road Foreman; David Jescavage, Town Administrator; Yaasha Wheeler, Secretary; Brent Boise, Clark Trucks; Jack Milne, Pike Industries; Katie Rushlow; Heather Buczkowski, Channel 16.

A. Call to Order

Mr. Billado called the meeting to order at 7:01 p.m.

B. Pledge of Allegiance

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

C. Meeting Topics:

1. Minutes

a) April 1, 2014 SLB Meeting

All corrections having been made, Mr. Guilmette made a motion, seconded by Mr. Clark, to accept the minutes as printed. Motion carried.

2. Public Comments – None.

3. Old Business

a) Continue 5-Year Plan Discussion

Mr. Guilmette made a motion, seconded by Mr. Clark, to continue discussion of the 5-year plan in the presence of the full board. Motion carried.

b) Update for Color Splash Run

Mr. Jescavage stated that Betsy Fournier had contacted the Missisquoi Valley Rescue, the police department, and the fire department for escorts for the run, as suggested by the Selectboard. All had been taken care of, and no further Selectboard help was needed.

c) Update for Library Eave Repairs

Mr. Jescavage stated that he had spoken with Neal Speer, who had said that he would do the repair next week, once the ground was firm enough to support the necessary equipment.

4. Economic Development

a) Update for Park D Sale

Mr. Jescavage stated that a 30-day ad had been placed in the local paper, with May 8th as the deadline for a petition. If there was no petition, then the board could act on the transaction.

b) Update for 4th Street Garage Demolition

Mr. Jescavage stated that the asbestos removal team had begun work and hoped to be done by the end of the week (Friday). Mr. Garrett had shown them where to put scrap metal and other non-metal parts to be cleaned and stored. Once they had finished, Mr. Garrett's crew would demolish the garage. Mr. Garrett

added that the electricity would be shut off, and the gas disconnected. He asked if the telephone poles should be removed, and the Selectboard determined that they did not have to be removed if they were not in the way. Mr. Garrett added that they should remove the wire from the transformer, and Mr. Jescavage was asked to call Comcast to have them take down their line.

Mr. Garrett mentioned that dumpsters were needed. Mr. Jescavage was asked to look into their options for dumpsters and report back by Friday with prices.

c) Discuss & Approve 2014-2015 CAI Technologies Mapping Contract

Mr. Jescavage presented the contract for \$3000 from CAI Technologies for updating the Town mapping system. Mrs. Fournier explained that the payment plan was for \$11,500 paid over 3 years, and the \$3000 for 2014 was the final payment. Mr. Jescavage explained that it was the same group that they had used before, and had changed from Cartographic Associates to CAI Technologies. Mr. Clark made a motion, seconded by Mr. Guilmette, to sign the tax map maintenance contract with CAI Technologies for \$3000. Motion carried.

5. Animal Control Officer

a) SW ACO Monthly Report

In the absence of Mr. Dashno, this item was tabled. Mr. Jescavage stated that he had last spoken with Mr. Dashno two weeks ago, and Mr. Guilmette added that he had never met Mr. Dashno, nor did he know much about his responsibilities to work with Mr. Dashno. Mr. Jescavage was asked to set up a meeting with Mr. Dashno and Mr. Guilmette, and to find out the reason for Mr. Dashno's absence.

Mr. Clark asked to move to Item 8, so that Ms. Rushlow could present her business. Mr. Jescavage was asked to put visitors earlier in the agenda so that they could be moved through in a timely manner.

WAUGH FARM ROAD

Katie Rushlow of 26 Hodgdon Drive came forward to explain her concerns about Waugh Farm Road. She explained that there were "dramatic holes" on the road, starting at H.G. Bergers and working toward Route 78. They had been patched, but the holes continued to be a problem, which was difficult for cars with low clearance. The condition of the road was understandable, given the heavy truck traffic, but she hoped that, for the sake of the residents along the road, something could be done. Mr. Garrett explained that the heavy trucks from Hodgdon Drive and the tractor trailers from Bergers broke up the road, because they were too heavy for the road base. In order to support that weight, the road would need to be entirely redone, with an 18-inch base. The road would also be dug up soon for the new waterline. Mr. Clark said that it sounded like it would be ongoing; the Town fixed it, and the trucks ripped it up. He said he wrote it down in the 5-year plan, and would go with Mr. Garrett to take a look at the road. Ms. Rushlow explained that she was concerned that it had become a safety hazard, because drivers were swerving to avoid the large holes, and with the blind curves and pedestrian traffic, it was only a matter of time before someone got hurt.

TRUCK BIDS

The board opened the truck bids, which involved just a truck—no body and no plows.

COMPANY	TRUCK	PRICE
Clark's Truck Center	2015 international 7400	\$78,321

Note: \$11,000 trade allowance for 1997 4900 with equipment. With trade-in, the total due would be \$67,321. A deduction to change from automatic to manual would bring the price down to \$62,848. Potential add of \$494 for air conditioning.

COMPANY	TRUCK	PRICE
JB International Truck Inc.	International 7400 SFA 4x2	\$87,084 (for chassis)

Note: The net sale price for manual transmission was \$72,379.84, and for automatic was \$75,118. A trade allowance was offered for \$7500, with air conditioning offered at \$493.80. To go from automatic to manual, the deduction would be \$2738.

COMPANY	TRUCK	PRICE
Charlebois	Freightliner 114SD	\$88,235

Note: Mr. Brent Boise from Clarks Trucks explained that the International brand was equalized and should be similar regardless of the companies offering it. However, Freightliners tended to be higher in this spec.

Note: A trade-in for \$7500 was offered, with a deduction for manual transmission at \$3110, and air conditioning an additional \$450.

Mr. Billado asked Mr. Clark and Mr. Garrett to come back to the Selectboard with a recommendation for the board.

PAVING BIDS

Mr. Garrett stated that he had been specific to the bidders, asking them to bid on the same specifications.

Mr. Billado read the request for bid, which included the following information:

ROAD	MILES	WORK
Comstock Road	0.30 miles	Reclaim and base
Comstock Road	1.1 miles	1" overlay and shim
Woods Hill Road	1.3 miles	1" shim overlay
Missisquoi Street	600 x30 ft.	base coat
Janes Road	0.60 miles	Overlay

Contractors are required to have the appropriate equipment, experience and insurance for the work to be done. The Town of Swanton reserves the right to reject any and all bids.

Bid from Pike Industries

ROAD	MILES	TONS	PRICE PER TON	TOTAL
Comstock Road	0.3 mi	548 tons	\$66.24 per ton	\$36,299.52
Comstock Road	1.1 mi	805 tons	\$68.57 per ton	\$55,198.85
Woods Hill Road	1.3 mi	951 tons	\$67.37 per ton	\$64,068.87
Missisquoi Street	600x30 ft.	283 tons	\$71.08 per ton	\$20,115.64
Janes Road	0.6 mi	658 tons	\$66.31 per ton	\$43,631.98

Total bid: \$223,380.46

Total estimated tonnage: 3245 tons

Bid from FW Whitcomb

ROAD	MILES	TONS	PRICE PER TON	TOTAL
Comstock Road	0.3 mi	705 tons	\$67.04 per ton	\$47,263.20
Comstock Road	1.1 mi	1075	\$67.04 per ton	\$72,068
Woods Hill Road	1.3 mi	1460 tons	\$67.04 per ton	\$97,878.40
Missisquoi Street	600x30 ft.	275 tons	\$67.04 per ton	\$18,436
Janes Road	0.6 mi	575 tons	\$67.04 per ton	\$38,548

Total bid: \$277,009.60

Total estimated tonnage: 4090 tons

Bid from ST Paving Inc.

ROAD	MILES	TONS	PRICE PER TON	TOTAL
Comstock Road	0.3 mi	430 tons	\$76 per ton	\$32,680 just asphalt \$44,680 with reclaim

Comstock Road	1.1 mi	986 tons	\$76	\$74,939
Woods Hill Road	1.3 mi	1396 tons	\$76	\$106,096
Missisquoi Street	600x30 ft.	222 tons	\$76	\$16,876
Janes Road	0.6 mi	538	\$76	\$40,888

Total price: \$283,475

Total estimated tonnage: 3572 tons

Mr. Guilmette asked why the tonnage was so different, and Mr. Garrett explained that he just told the bidders what he needed for a minimum, and they figured the tonnage on their own. He added that he had asked for two more tandem loads to level out the road on the corner by Hazard Road, to tilt the road in the right direction. Mr. Guilmette asked if the actual price could exceed the bid price and Mr. Billado said that it could. However, the Town had never encountered that problem. Mr. Garrett added that, when the Town has worked with Pike Industries, the actual costs have usually come in below bid. Mr. Milne mentioned that the Town could do the math ahead of time (“We need X tons for Y square yards”) but Mr. Billado said that he preferred to leave the math to the paving experts.

Mr. Clark made a motion, seconded by Mr. Guilmette, to enter executive session for contracts at 8:03 p.m. Motion carried.

Mr. Clark made a motion, seconded by Mr. Guilmette, to exit executive session for contracts at 8:07 p.m. Motion carried. Action taken: none.

Mr. Guilmette made a motion, seconded by Mr. Clark, to accept the paving bid from Pike Industries for 2014. Motion carried. Mr. Jescavage and Mr. Garrett were asked to keep copies of the bids for their records.

Mr. Milne noted that a bid sheet could be obtained from the state website, which could help make the bids more uniform.

6. Expenditures

a) General Orders (3/19/14 – 4/15/14)

In answer to questions from the board, Mrs. Fournier explained why the credit card payment was repeated four times with differing amounts; it was done so because different portions of the payment were taken out of four different accounts.

Mr. Clark asked if the highway crew had any literature available to help them maintain the ozone equipment. Mr. Garrett said that they were told it would take care of itself, and that maintenance would come once every 3 or 4 years.

Mr. Clark made a motion, seconded by Mr. Guilmette, to sign the general orders as printed.

b) Highway Orders (3/19/14 - 4/15/14)

Mr. Guilmette asked about the \$1000 paid to Chevalier, and the \$3500 associated with it. Mrs. Fournier explained that the bill was for \$4500, and that an approved carryover from 2013 of \$3500 had been applied to offset the bill, resulting in a remainder of \$1000.

Mr. Clark asked about uniforms and shirts. Mr. Garrett explained that the highway crewmen had not wanted to pay \$34 a shirt for short-sleeve shirts. However, he had decided to buy 4 short-sleeve shirts at his own expense; the shirts would be billed to the Town and he would then reimburse the Town.

Mr. Guilmette asked about the annual fire extinguisher inspection and Mr. Garrett explained that the fire extinguishers and all equipment in the trucks had to be inspected annually.

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

Mr. Garrett noted that the KD Associate bill for asbestos assessment would come out of the highway budget, with a cost of about \$13,000. The money could not come from economic development, because that was general money for town purposes only. He asked the Selectboard to consider where the money would come from.

c) Payroll (3/19/14 - 4/15/14)

Mr. Guilmette made a motion, seconded by Mr. Clark, to accept payroll as printed. Motion carried.

7. Liquor Control Commission

a) Discuss Threshold Requirements for License Issuance

Mr. Clark made a motion, seconded by Mr. Guilmette, to exit the Selectboard meeting and enter into the Liquor Control Board at 8:29 p.m. Motion carried. The board signed liquor licenses for Campbell Bay Campground Store and Mother Hubbard's Bakery, Deli, and Country Store.

Mr. Billado said that the new rules for review would not apply until 2015. The board would continue with the process that it usually followed, so that it would not be unfair, and asked only to meet personally with applicants for new licenses (not license renewals).

Mr. Clark made a motion, seconded by Mr. Guilmette, to exit the Liquor Control Board and enter into a Selectboard meeting at 8:31 p.m. Motion carried.

The Selectboard signed the letter drafted by Tanya Remillard, to be sent out regarding animal licenses.

8. Highway Department

a) Update for Class 2 Grant Application

Mr. Jescavage stated that he had submitted the grant application to the state, although Mr. Garrett doubted that Swanton would be awarded the grant. Mr. Garrett stated that Swanton was 17th on the list for paving grants, and 22nd on the list for structure grants.

b) Open Maquam Shore Road Concrete Culvert Bids

Mr. Jescavage stated that the grant for the repair was \$33,000, and was good through December 31, 2015.

Bid from Blow and Cody, Inc. from Morrisville

Includes: Remove existing wing walls and curbs, extend existing bridge 2.5 ft. on each end, construct 8 ft. wingwalls, Class B concrete, perform required excavation and backfilling (materials not included), perform traffic control with signs and signals, establish sediment and erosion control, provide stream diversion for construction activities.

Proposal amount: \$120,578, with 50% down upon mobilization at site and 50% payment upon completion. No retainage.

JW Tatro Construction from Jeffersonville

The bid was defined by the following description: Concrete culvert reconstruction.

Proposal amount: \$ 59,500.

The prices of both bids were good for 30 days. Mr. Billado asked Mr. Jescavage to contact the bidders and inform them that Swanton wished to place this project on hold for now, and for them to rebid at a further date. Mr. Clark and Mr. Garrett would discuss the issue more fully together.

c) Open Single-Axle Truck Bid

Cives Corporation (Viking Cives) offered a total quote of \$64,750. An additional \$10,000 would be applied for an entirely stainless steel body.

HP Fairfield offered a total quote of \$63,365, with an additional \$2610 for a stainless steel body. Other additions could be included as well.

Tenco Industries offered a total quote of \$60,688, with an additional \$7610 for a stainless steel body, with other offered additions.

Mr. Garrett explained that only the body from Viking was completely stainless steel; the bodies from Tenco and Fairfield would not be stainless steel on the side of the side dump and the floors. Mr. Garrett asked the board to consider a stainless steel body, because non-stainless steel rotted within 5 years. Mr. Clark and Mr. Garrett would discuss the bids and bring a recommendation to the board.

d) Overhead Doors Update

Mr. Garrett reported that the overhead doors were working well .

e) Open Paving Bids

Finished.

f) Establish Official Name for Penell Road

Mr. Jescavage stated that he had encountered four different spellings of the road. Mr. Ronald Kilburn felt that the correct spelling was Penell, because that was the name of a family that used to live in Swanton and for which the road was named. The road was long enough to be considered a road (as opposed to a drive) and therefore, Mr. Jescavage recommended the road's name to be "Penell Road." He would write up a notice for a public hearing, to have the board establish Penell Road as the official name. The public hearing would be held at the next meeting.

g) Discuss New Garage Fencing

Mr. Garrett asked the Selectboard to visit the site to establish where materials and equipment should be stored, and how that would impact the fencing arrangement.

h) Complaint About Condition of Waugh Farm Road

Finished.

i) Discuss Stolen Private Street Signs

Mr. Garrett reported that people were stealing private street signs of roads that had the same name as popular last names for the area. Some signs were stolen completely, others were bent out of shape by attempts to steal them, and still others disappeared entirely, pole and all. The absence of the road signs was problematic because emergency services needed to find the roads. Replacing the signs was expensive, up to \$150 per sign. Swanton had already lost 5 signs this year.

Mr. Billado said that he would speak with Chief Stell about monitoring the signs. Was there any specific area that got hit a lot? Mr. Clark asked if the Town was obligated to maintain private road signs, and asked Mr. Jescavage to look into the statute about private road sign maintenance.

j) Other Updates

Mr. Garrett asked the board to discuss where the money would come from for demolition. Mr. Billado said that the full board would discuss this. If any money came out of the highway budget temporarily, it would be put back in.

The Selectboard agreed to send the air compressor from the old garage to Fourniers' auction.

Mr. Garrett announced his intention to begin paving the first week of May, with his first projects being Woods Hill Road and Missisquoi Street. Once the weather was good, they would move on to Comstock Road.

Mr. Garrett said that he had put together the FEMA report for Mr. Jescavage. The report documented fallen trees in the right-of-way, with some limbs on private property.

Mr. Clark said that he had spoken with Don at Lucky's about the new one-ton, and the manufacturer had agreed to take it back. They had not discussed how the Town would receive a credit payment, but Mr. Clark felt that the agreement had been handled very professionally. The truck would be sent back next week.

Mr. Clark stated that he, Mr. John Lavoie, and Mr. Garrett had spoken with Rene Bourdeau, who wanted the Town to look into lowering the ditch in his cornfield by about 3 feet. Mr. Clark felt that there was no real drainage issue that impacted the road, and that there was therefore no basis to do so, especially if the project required going onto private property. Mr. Billado suggested that Mr. Bourdeau build up the corner of his meadow. The Selectboard agreed to do a site visit with Mr. Bourdeau to discuss his concerns and consider appropriate action. This would be done prior to the next Selectboard meeting.

Mr. Clark stated that Mr. Chad Elwood of 10 Andy Avenue wished the Town of Swanton to ditch a “proposed swale for draining for the Town of Swanton” mentioned on the Mylar for the development, to drain the water sitting on the edge of his lawn. Mr. Billado stated that, if the property was the same as he was thinking, one of the residents had brought in a lot of fill and built up his lot, which had possibly influenced the drainage. Mr. Garrett stated that the deed had indeed mentioned a 15-foot easement and a catch basin. The Selectboard agreed to conduct a site visit to better consider the matter.

9. Correspondence

Mr. Jescavage presented a bridge report from the Agency of Transportation, to be signed by the board for acknowledgement. The Woods Hill Bridge deck was rated as an 8 (very good), superstructure 7 (good), substructure 8 (very good), and channel 5 (fair). Mr. Garrett reported that the bridge was now complete. Mr. Guilmette asked Mr. Garrett to add reflectors on the guard rails, if possible. The Selectboard signed the report.

Mr. Jescavage presented a letter from Susan Esenstadt regarding the 2014 eastern tandem rally in Burlington, anticipating 135 tandem bikes on Sunday, July 20th. The bikes would ride through Swanton. More details with the exact route would be sent prior to the rally.

Mr. Jescavage presented a letter from Vermont Land Trust, asking for the Planning Commission to write them a letter of support in regard to the Fournier family which was currently working with Vermont Land Trust.

10. Any Other Necessary Business

Mr. Billado asked about the street lights billed to the Town. Mr. Jescavage was asked to ride through the town with Mr. Beliveau. Mr. Garrett mentioned that many of the lights billed to the Town were on private property. Any remaining lights should be changed to LED, dropping the monthly bill from \$900 to \$200. Efficiency Vermont was “dragging their feet” in assisting Swanton with that change, but Mr. Garrett was continuing to press for them to get a work order in. There was no money in the budget to change to LED lights; however, the change would be cost-effective and pay for the lights within a year and a half. Mr. Clark agreed that the Selectboard should look at the lights and decide what was important to continue paying for.

11. Public Comments (Reprise)- None.

12. Upcoming Events

- a) April 16, 2014 @ 5:00 p.m. Planning Commission, Town Offices
- b) April 18, 2014 Good Friday Holiday – Town Offices Closed
- c) April 23, 2014 @ 7:00 p.m. Joint Legislative Body, Town Offices
- d) April 24, 2014 @ 7:00 p.m. Development Review Board, Town Offices
- e) May 6, 2014 @ 7:00 p.m. Next Selectboard Meeting

At Mr. Clark’s request, the Selectboard agreed to push out the next Selectboard meeting from May 6th to May 13th.

13. Executive Session (if needed) – None.

14. Adjournment

Mr. Clark made a motion, seconded by Mr. Guilmette, to adjourn at 9:29 p.m. Motion carried.

Typed on April 16, 2014
Minutes by Yaasha Wheeler
Received and filed by:

Cathy Fournier, Swanton Town Clerk

Date