

**TOWN OF SWANTON
SELECTBOARD
REGULAR MEETING
MINUTES**

**Swanton Town Office Building
1 Academy Street, Swanton, VT 05488**

Tuesday, June 16, 2015 @ 7 p.m.

Present: Dan Billado, Selectboard Chair; Joel Clark, Selectboard Vice Chair; William "Turk" Thompson and James Guilmette, Selectmen; David Jescavage, Town Administrator; Cathy Fournier, Town Clerk; Derick Billado, Animal Control Officer; Harold Garrett, Road Foreman; Jim Pratt, lister; Katie Rushlow; Dick Morris; Heather Buczkowski, Channel 16.

A. Call to Order

Mr. Billado called the meeting to order.

B. Pledge of Allegiance

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

C. Agenda Review

Mr. Billado added c) Fourth Street Property under "Community Development." Mr. Jescavage noted that, since the posting of the agenda, c) and d) under Old Business were true.

D. Meeting Topics

1. Minutes

a) June 2, 2015 SLB Meeting

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

2. Public Comments – None.

3. Old Business

a) Discuss Black River Architects Contract

Mr. Clark suggested giving Mr. Jescavage authority to sign the contract, which appeared fairly standard, after the Selectboard reviewed the contract and responded to Mr. Jescavage by e-mail. Mr. Guilmette made a motion, seconded by Mr. Clark, to give Mr. Jescavage the authority to sign the contract after Selectboard approval. The Selectboard agreed to respond by Friday. Motion carried.

b) Discuss Franklin County Animal Rescue Contract

Mr. Billado recalled that he had asked Mr. Jescavage to communicate with Rusty Posner of the Franklin County Animal Rescue, because a service required by state statute was listed as an excluded service in error. The contract had been corrected. Mr. Guilmette made a motion, seconded by Mr. Thompson, to accept and sign the contract. Motion carried. Mr. Guilmette signed the contract.

c) Sign NRPC Municipal Planning Grant Contract

This grant was for \$7870 (from the state Department of Community Development) with a 10% match required, and the match did not have to be “in kind,” so the labor of the Town Administrator and Town Clerk could count. The grant was approved last year (2014) but it took a while for the administrative process to go through. The contract was between Swanton and the Northwest Regional Planning Commission, because the grant would cover the work done by NRPC. The work must be completed before May 21, 2016. Jim Hubbard had signed it today.

Mr. Guilmette made a motion, seconded by Mr. Clark, for Mr. Billado to sign the contract with NRPC for \$7870 with a 10% match. Motion carried.

d) Sign Cartographic Associates, Inc./CAI Technologies Contract for Tax Mapping Services

Mr. Jescavage reminded the Selectboard that the Town paid CAI Technologies \$3000 a year to administer the tax mapping and updates. Updates to incomplete information or new subdivision information was brought to the attention of the company. Mr. Pratt noted that, the next time the state does a fly-over, he would like the Town to look at using that information to adjust the lines on the maps. Mr. Guilmette made a motion, seconded by Mr. Thompson, to sign the 2015 Map Maintenance Contrat with Cartographic Associates, Inc./CAI Technologies. Motion carried.

4. Community and Economic Development

a) Review & Sign Hodgdon Brother & Son, Inc. Salvage Yard Certificate

Katie Rushlow and Dick Morris said that, every 5 years, the state wishes to have the town approve the junkyard. Mr. Clark made a motion, seconded by Mr. Guilmette, to approve the certificate of approval for the location of a Salvage Yard for Hodgdon Brothers & Son, Inc. Motion carried.

b) Review Zoning Administrator Job Description

The Selectboard agreed to read this as “homework.” Mr. Jescavage added that the listers, the Planning Commission, and the Development Review Board should look at it and add any information. Mr. Thompson requested discussing the description at the employee handbook discussion on the 23rd.

c) Fourth Street

Mr. Billado mentioned a party who was interested in the Fourth Street property. Mr. Jescavage noted that he had contacted many realtors and noted the percentages they preferred. Ms. Buczkowski stated that sellers could request a particular percentage. Mr. Thompson and Mr. Jescavage would work together on finding a realtor.

5. Animal Control Officer

a) ACO Monthly Report

Mr. Derick Billado said that he had had a fairly quiet month in May, other than today (which would go on next month’s report). Mr. Dan Billado said that he had received notice of a bite, but the dog could not be found. Mr. Derick Billado said that he would follow up with the affected family.

6. Expenditures

a) General Orders

Mr. Thompson made a motion, seconded by Mr. Clark, to accept the General Orders of May 20, 2015 to June 16, 2015 as printed. Motion carried.

b) Highway Orders

Mr. Clark made a motion, seconded by Mr. Thompson, to accept the Highway Orders of May 20, 2015 to June 16, 2015 as printed. Discussion: Mr. Guilmette asked about a patrol by Swanton Village Police Department. Mr. Billado said that he had spoken with Eugene Rich about the extra detail, and Mr. Billado explained that it was just an “accountability thing” to request enforcement on particular roads off contract hours, and to have a trail of the money spent for that extra policing. Discussion concluded. Motion carried.

c) Payroll

Mr. Guilmette made a motion, seconded by Mr. Thompson, to approve the payroll of May 20, 2015 to June 16, 2015 as printed. Motion carried.

Mr. Clark reminded the Selectboard to schedule the next quarterly finance meeting. The Selectboard set the finance meeting for July 21, 2015 at 6:30 p.m.

7. Highway Department

a) Sidewalks Grant Update

Mr. Jescavage reminded the board that this was in relation to the feasibility study on South River Street and along First Street. The state contract had been slow in coming because of the changes made at the state level. He had spoken with someone in the department who had said that the contract was written and the town would receive it this week. If the Selectboard would authorize him to sign the contract on behalf of the Town, the process would be sped along. He explained how the state had changed its disaster relief policies in the wake of Hurricane Irene, and those changes had affected all grants, not just disaster relief grants. However, Swanton had been awarded the grant, and the contract was coming this week. Mr. Guilmette made a motion, seconded by Mr. Clark, to authorize Mr. Jescavage to sign the contract for the Sidewalk Feasibility Study when it arrived. Motion carried. Mr. Jescavage added that the grant was for \$30,000, with a match of \$3000 to be split by the Village and Town, for \$1500 each.

b) Discuss Tarring and Striping Parking Lot

Mr. Billado had asked Mr. Jescavage to find some prices for the work to be done on the Town Offices parking lot. Mr. Jescavage had found a number of people who could do the work, and would call them to get quotes. The property survey showed that the boundary between the Town Office property and the neighboring church property is unknown. Mr. Clark agreed that knowing the line was important, because the building renovations would be affected by this kind of detail.

c) Discussion on Spraying the Rail Trail

Mr. Garrett said that the trail would be paved, and had to be sprayed before it was paved. You had to have a license to spray the trail, and Mr. Garrett had a license and was willing to spray the trail himself. The Selectboard was comfortable with that arrangement.

d) South River Street Stone Culvert

Mr. Garrett said that he had been working with Jim Smith on the matter. The evaluation was already in to the state, and the state will do a free hydrolic study within a few weeks to determine the appropriate culvert size. After that, Jim Smith will apply to the state for an emergency repair grant. Peter Cross, engineer, had identified the culvert as failing. Mr. Garrett estimated that the culvert would be fixed in 2016 at little or no cost to the Town.

e) General Issues & Updates

The paving would commence next week.

Mr. Clark had met with Peter Cross about the Robin Hood extension, and it was determined that Trampas Demers may own the rail line. Mr. Garrett said that the line was “active” and he doubted that Mr. Demers owned it; he probably leased it. Mr. Garrett said that the plan

was not to disturb the line, but to run parallel to it. Mr. Clark added that he would meet tomorrow with Jeff Green to go over the Act 250 concerns. Peter Cross from Cross Consulting Engineers would determine if a stormwater permit would be needed.

The remainder of the truck cost had been paid for, and the truck had been delivered. After a "motor job," the tractor was doing well.

Mr. Clark and Mr. Garrett would work together on the details of the lean-to.

Mr. Billado recommended mowing Robin Hood Drive all the way to Bushey Street, and not to mow "out back." Mr. Clark agreed.

Mr. Garrett said that Mr. Manning was to be commended for doing an excellent job putting the stones on Bushey Road.

Mr. Jescavage touched base with the board about the prices of concrete removal. Casella had told him that, for that amount of concrete, a dump truck could take it down to a quarry that could crush it. Mr. Guilmette said that Charbonneau would take it for \$7 a yard. Mr. Garrett said he knew a company that would take the concrete for nothing in exchange for a purchase of concrete from the Town.

8. Correspondence

Mr. Jescavage presented a proposal from the United Methodist Church regarding the parking lot behind the Swanton Public Library. Mr. Clark suggested discussing the issue with the Traffic and Parking Task Force and coming back to the board with a recommendation.

Mr. Jescavage passed out information regarding a notice of violation issued by the Swanton Zoning Administrator.

Mr. Jescavage noted that he had received a suggestion from a consultant who dealt with walkability. If five towns got together to pay him \$5000 to put on his presentation in a two-day workshop, it would cost only \$1000 per town.

9. Any Other Necessary Business

a) Sign ROW Permit for Lake Road Access

Mrs. Fournier explained that the cut was technically on Lasnier Road. Mr. Garrett had already looked at the area. The Selectboard signed the permit.

10. Public Comments (Reprise)

11. Upcoming Events

- a) Tuesday, June 23, 2015 Planing Commision @ 7 P.m. in Main Meeting Room, Town Office Building**
- b) Tuesday, June 23, 2015 Selectboard Work Session Meeting @ 7 p.m. in Rear Meeting Room, Town Office Building**
- c) Thursday, June 25, 2015 Development Review Board @ 7 p.m. in Main Meeting Room, Town Office Building**
- d) Saturday, June 27, 2015 Hazardous Waste Collection Day @ Swanton Town Highway Garage at 221 First Street from 8 am to 1 pm**

Mr. Jescavage affirmed that the Hazardous Waste Collection Day was advertised on the Town website. The District should also be advertising locally.

- e) Friday, July 3, 2015 Independence Day Holiday, Town Office Closed**

E. Executive Session

Mr. Guilmette made a motion, seconded by Mr. Billado, to go into executive session at 8:01 p.m. to discuss personnel that would put a person at risk if discussed publically. Mr. Clark said that he had been talking to the individual and expected the matter to resolve itself satisfactorily.

F. Adjournment

Mr. Guilmette made a motion, seconded by Mr. Clark, to adjourn at 8:02 p.m. Motion carried.

Received and filed by:

Cathy Fournier, Swanton Town Clerk

Date