

**TOWN OF SWANTON
SELECTBOARD
SPECIAL MEETING
DRAFT MINUTES**

**Swanton Town Office Building
1 Academy Street, Swanton, VT 05488
Tuesday, June 23, 2015 @ 7:00 p.m.**

Officials Present: *Dan Billado, Selectboard Chair; Joel Clark, Selectboard Vice Chair; John Lavoie, Turk Thompson, and James Guilmette, Selectmen; James Pratt, Lister, & David Jescavage, Town Administrator.*

Public Present: *Chuck & Kimberly Bettis*

NOTE: *All motions carried unanimously.*

A. Call to Order

Chair Billado called the meeting to order at 7 p.m.

B. Pledge of Allegiance

Chair Billado led those present in the pledge of allegiance.

C. Agenda Review

Chair Billado asked if anyone would like to move any items. He stated the need to add "Public Comments" to the agenda. Joel Clark requested adding an executive session at the end of the work session for legal issues.

D. Public Comments

Chuck and Kimberly Bettis, a couple whose property had been flooded on Brooklyn Street, were present to speak about flooding damage to their home's basement that was allegedly caused by a blocked drainage pipe on Brooklyn Street. Mr. Bettis stated that he is a Vermont licensed plumber who knows something about drainage. The street drain was blocked by paper causing the stormwater to flow into their yard and basement. Mrs. Bettis stated that they will pay for the water damage to their property but would like to work with the Town to resolve the drainage issues on Brooklyn Street. Different Selectmen noted the inordinate amount of rain that has been falling recently causing many basements to flood in Swanton neighborhoods. The Board agreed to work with Mr. and Mrs. Bettis to remedy the Brooklyn Street drainage issues.

E. Zoning Administrator Job Description

The Town Administrator presented the Board with a job description for the Zoning Administrator position containing suggested revisions, deletions, and updates he had made to it. He read through each paragraph and explained the reasoning behind each change. Input was offered by the Selectmen and Jim Pratt, Lister. The revised 2-page job description is attached to these minutes with the proposed previous and new changes highlighted in yellow. Deleted text is illustrated with a strikethrough line. The Selectboard will discuss adoption of the revised job description at a future meeting.

F. Personnel Policy Discussion

The Selectboard did a page-by-page discussion of the existing personnel policy for Town employees. Pages with the proposed revisions are attached to these minutes with the

proposed new changes highlighted in yellow. Deleted text is illustrated with a strikethrough line. The Selectboard will discuss the proposed changes at a special meeting with Town employees at a future time and date to be determined.

G. Executive Session to Discuss Legal Issues

Turk Thompson made a motion, seconded by John Lavoie, to enter executive session at 10:30 p.m. for the purpose of discussing legal advice from the Town Attorney. Motion carried.

Minutes by David Jescavage, Town Administrator
Received and filed by:

Cathy Fournier, Swanton Town Clerk

Date