

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

Tuesday, June 21, 2016 @ 7:00 p.m.

Present: Joel Clark, Selectboard Chair; John Lavoie, Selectboard Vice Chair; James Guilmette and Jeffrey Raleigh; David Jescavage, Town Administrator; Yaasha Wheeler, Secretary; Cathy Fournier, Town Clerk; Harold Garrett, Road Foreman; Derrick Billado, Animal Control Officer; Donald Manchester; Melissa Longe; Lynne Marie Villareal; Michael Markus; Kevin Lawyer; Bob Chevalier; Heather Buczkowski, Ch. 16.

A. Call to Order

Mr. Clark called the meeting to order at 7:03 p.m.

B. Pledge of Allegiance

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

C. Agenda Review

Mr. Clark added (e) Draft Letters for Hog Island resident and for Lakeshore Drive under Highway. Under 13, he added a quick legal update under Executive Session. Mr. Jescavage added Fire Warden under Any Other Necessary Business.

D. Meeting Topics:

1. Minutes

a) June 7, 2016 SLB Regular Meeting

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

2. Public Comments

Mr. Bob Chevalier said that, five years ago, there had been an issue with the water line and the landowners in the neighborhood had pooled their money and fixed it. It happened again last year at a different area (they still did not know where the line is) and they had dug it up again to fix it. The area of the cut (about 25' x 15') needs to be paved again. That said, the road had not been paved in decades, to his knowledge, and the road was "in pretty bad shape." He recommended paving at least a "good portion" of the road.

Mr. Clark said he understood why he wanted the Town to pave it. However, the waterline and any damage resulting thereof was the responsibility of the homeowners on Covey Drive. He was willing to look at the road, for which the Town had normal maintenance responsibility.

The Selectboard made Mr. Chevalier aware of the permitting requirements for working in the Town's road right-of-way. Mr. Chevalier asked for the Selectboard's suggestions for how to deal with the situation, since there was no homeowner's association. It was likely that the whole waterline would need to be replaced.

Mr. Clark suggested petitioning the Village to take over the line, and Mr. Lavoie asked that a copy be made available to Mr. Jescavage. They talked about some of the details, including the potential lack of plan records related to the line.

3. Animal Control

a) SW Animal Control Officer Report

Mr. Derick Billado stated that it was a pretty busy month, with two bites and a few fines. He had been assisted by Swanton Police Department and by Mr. James Guilmette once each this month. There were a few ongoing issues as well.

Mr. Billado asked if the clerk's letter to remind dog owners to register their dogs could be used as their written warning. The Selectboard said he could. Mr. Guilmette said that the fines he wrote were actually a fine that went to the state, and, if not paid, resulted in revocation of the dog license. Mr. Billado had talked with the owners of a dog that was not registered and was loose, but the people at that residence had gotten very hostile and Mr. Billado had gotten the Swanton Police involved. The Selectboard thanked Mr. Billado for acting in a professional manner.

4. Old Business

a) Town Office Building Roof Inspection Report

Mr. Jescavage said that Glen Vallaincourt had patched a few places on the roof and provided an estimate for the rest of the work that should be done. Mr. Lavoie asked Mr. Jescavage to contact Mr. Vallaincourt: Can we wait until next year so we can budget for this? Or should this work be done before winter? If so, how much will those necessary immediate repairs cost? Also, what is his time and material rate?

5. Economic Development

a) Request for Grant Support Letter from FCIDC

Mr. Jescavage explained that this is to help Rosie's Snacks, Inc., which was expanding into a new line and needed equipment for labelling their products. He had written up a letter of support. Mr. Lavoie made a motion, seconded by Mr. Guilmette, to approve the grant support letter for Rosie's Beef Jerky to upgrade his business. Mr. Jescavage signed the letter.

b) Update on Swanton Brownfields Revitalization Project

Mr. Jescavage summarized that the previous night's meeting had identified the Northern Gateway area and the Village-owned boat launch at Goose Point as their target area. Greta Brunswick would help to send out RFPs in order to have design professionals evaluate the area and create concepts for development. This would be paid for by the Brownfields Grant.

c) Liquor Control Commission

1. Act on Liquor License Application for West Swanton Orchards

Mr. Guilmette made a motion, seconded by Mr. Lavoie, to suspend the Selectboard meeting and enter the meeting of the Liquor Control Board at 7:32 p.m. Motion carried.

Kevin Lawyer of West Swanton Orchards was present. This was a new liquor license, for second class category, to sell beer and wine. He had completed the necessary course. Mr. Guilmette made a motion, seconded by Mr. Raleigh, to approve the liquor license for West Swanton Orchards. The board signed the license.

Mr. Lavoie made a motion, seconded by Mr. Raleigh, to exit the Liquor Control board meeting at 7:35 p.m. and resume the Selectboard meeting. Motion carried.

6. Community Development

a) Request from Listers to Advertise to Fill Lister Vacancy

Mr. James Pratt, lister, came forward. No one had run in the March election, and the open lister position needed to be filled. There were just two listers right now, himself and Mrs. Amy Giroux, plus one or two assessors. The hours of the lister position varied; they tried to have someone in the office for about three hours a day, four days a week. The work volume varied by season, from part-time to nearly full-time. The maximum number of hours per year would be approximately 500 hours. The Selectboard agreed that Mr. Jescavage should advertise for the position, with Mr. Pratt as the contact person for any interested candidates.

b) Request for Letter of Support from Rec Department

Mr. Lavoie made a motion, seconded by Mr. Raleigh, to write a letter in support of the Recreation Department for their grant application. Motion carried.

7. Expenditures

a) General Orders (5/18/16 – 6/21/16)

Mr. Guilmette had concerns that the economic development money paid for work at the Swanton Public Library, and the Selectboard had specifically requested to be informed of the bids and other details. He was disappointed that the Town had received a bill from the library for completed work, without the project having gone out to bid. Mr. Clark said that they should review the minutes to see what the Selectboard had decided upon at the time they made the money available to the library, and whether the information was communicated adequately to the library trustees.

Mr. Lavoie wanted to know:

- Is the work complete?
- What was the size of the areas worked on?
- Should this project have been bid?

Mr. Guilmette made a motion, seconded by Mr. Raleigh, to approve the General Orders as printed, with the exception of the bill from the library for flooring. Motion carried.

b) Highway Orders (5/18/16 – 6/21/16)

Mr. Guilmette made a motion, seconded by Mr. Lavoie, to approve the Highway Orders as printed. Discussion: The board discussed the cold patch bill and the cost of repairing the Volvo (about \$6637). They talked about expenses related to the Robin Hood sidewalks, the uniforms for the road crew, and the stone for road repairs. Motion carried.

c) Payroll Orders (5/18/16 – 6/21/16)

Mr. Guilmette made a motion, seconded by Mr. Lavoie, to approve the payroll orders as printed. Motion carried.

8. Highway Department

a) Update on Paving Projects

Mr. Clark said that he had reviewed the bid and not all of the projects would be able to be done. Mr. Garrett said that he had talked with Bob Chevalier from Pike Industries and felt they would be able to do quite a bit. He explained the work that needed to be done and estimated completion of Tabor Road by the middle of July. The industrial park would be paved before the end of August.

b) Update On Better Roads Grant for Waugh Farm Road

Mr. Jescavage drew the board's attention to the grant for \$8524. Mr. Garrett explained that the yearly river flooding "takes the road with it" when the waters subsided and the grant would help them to "dig the road down" and put in some rock so that the water could "filter in and out" and stone-line the ditch with stone-rap. They had been granted a permit automatically, without having to apply for a permit from the Army Corps of Engineers. The deadline for all paperwork was October 31, 2017, and the grant involved 80% reimbursement.

c) Street Updates

None.

d) Other Updates

Mr. Guilmette recommended more stone on Hazard Road. He also told Mr. Garrett of a sign that had fallen down on Woods Hill Road.

Mr. Garrett reported that the big tractor may be “dead.” The tractor ran so hot during operation that the motor stopped. The mower had also broken down again, because of the bearings. He would look into what would be the best course of action for these pieces of equipment.

Mr. Garrett had inspected some bricks available for free, and he had brought back about 36-38 skids of bricks on pallets, and was going to get about 18 cubes of red brick. “There’s enough out there to build a building.”

The Volvo was back up and running well.

The boxed-up vinyl fence bought for the library had not been put up yet, and was in the way at the garage. Now the library had decided not to install the fence.

Mr. Clark presented draft letters to property owners on Hog Island Road and Lakewood Drive about the drainage ditches in the area. The letter to the Hog Island Road landowner explained that, in order to do anything in the area, the Town should have a legal right-of-way.

9. Correspondence

Mr. Jescaage said that the Swanton Chamber of Commerce invited the board to their open house on June 22, 2016, from 6:00 p.m. to 7:30 p.m., to celebrate the newly opened Chamber Office.

A park and ride grant to create a new area was available; the Selectboard did not see a need for such a grant.

Mr. Jescavage noted that the roofing bid had been awarded to Ricky Gabree and he had informed Mr. Gabree of the need for insurance, and he had withdrawn his acceptance because his subcontractor did not have insurance. Gary Smith was the next lowest bid; he would give him a call and, if he had insurance, could award the bid to him. The Selectboard agreed. The board looked over the scope of the work, and wished to know if Mr. Smith included the gable in the cost.

10. Any Other Necessary Business

a) Fire Warden

Mr. Jescavage explained that the state required reappointment of the fire warden every five years. Mr. Lavoie made a motion, seconded by Mr. Raleigh, to recommend John Barrett to the state, to continue as Swanton’s Fire Warden. Motion carried.

11. Public Comments (Reprise)

None.

12. Upcoming Events

a) Thursday, June 23, 2016 DRB Meeting @ 7 p.m. in Town Offices, 1 Academy Street

b) Monday, July 4, 2016 Independence Day Holiday, Town Offices Closed

c) Tuesday, July 5, 2016, SLB Meeting @ 7 pm in Town Offices, 1 Academy Street

Mr. Jescavage had attended the Swanton Enhancement Project meeting in which grants were discussed and had suggested putting in an application for a trail head on Robin Hood Drive, for parking and signage for the Rail Trail. The grant process was competitive.

Mr. Clark said that the electronic sign company would arrive on Friday the 24th with a display sign for the Town and Village officials to consider, for use in the Village Green.

Mr. Garrett reminded the board of his request for flag poles. The board was in favor of a fiberglass pole, about 25-30 feet tall.

13. Executive Session

Mr. Lavoie made a motion, seconded by Mr. Guilmette, to go into executive session at 8:28 p.m. for legal purposes, citing that public knowledge of the information would put the Town at a disadvantage. Motion carried.

E. Adjournment