

**TOWN OF SWANTON  
DRAFT MINUTES  
SELECTBOARD MEETING**

**Swanton Town Office  
1 Academy St., Swanton, VT 05488**

*Tuesday, May 16, 2017 @ 7:00 pm*

Present: Joel Clark, Chair; James Guilmette, Vice Chair; John Lavoie, Jeffery Raleigh, Members; David Jescavage, Town Administrator; Cathy Fournier, Town Clerk; Elisabeth Nance, Administrative Assistant; Harold Garrett, Highway Department; Derick Billado, Animal Control Officer; Heather Buczkowski, Videographer

**A. Call to Order** – Chair Clark called the Selectboard meeting to order at 7:00 pm.

**B. Pledge of Allegiance** – Chair Clark led those present in the Pledge of Allegiance.

Before moving on to Agenda Review Chair Clark asked those present to observe a moment of silence for Richard “Dickie” Longway who passed away recently.

**C. Agenda Review**

1. Old Business

- a) Mr. Jescavage noted that he added a discussion on an addendum to the CAI contract
- b) Chair Clark added a comment on an upcoming meeting in Montpelier regarding on Swanton Wind LLC
- c) Any Other Necessary Business – Ms. Nance added a Transportation Advisory Committee (TAC) update.

**D. Meeting Topics**

- 1. Minutes – Mr. Guilmette made motion, seconded by Mr. Lavoie, to approve minutes as corrected. Motion carried.
- 2. Public Comments

Richard Page of Colchester came before the Selectboard regarding an issue at Riverside Cemetery. On Sunday, Mr. Page went to the cemetery where his family has a 3-person plot to do his usual spring yardwork. A tree that had been planted 30 years ago in memory of his father had been cut down without any attempt to notify him prior to doing so.

Mr. Page did not get a satisfactory response from Mr. Centabar, the representative of the Cemetery Commission, and was told to remove everything from the plot. Mr. Page came before the Selectboard for guidance on how to proceed toward the goal of receiving compensation for the value of the tree. Chair Clark directed Mr. Jescavage to send a letter to the Cemetery Commission to inform them that Mr. Page did come before the Selectboard to give them an opportunity to respond. Mr. Page was provided a list of Cemetery Commission members and their contact information.

### 3. Animal Control

- a) ACO Billado provided his monthly report, which included what may be an ongoing barking issue; this owner had same issues in Highgate. ACO Billado noted that one more call will result in a violation and fine.
- b) Mr. Guilmette asked if owner of dog over Cody's Café ever came to register it. ACO Billado will follow up.
- c) ACO Billado related the incident where about a half dozen chickens, ducks, and turkeys were killed by a neighbor's dog. He will be going to the scene when he leaves the meeting to follow up.
- d) Swanton does have a contract with Chittenden County Humane Society if a dog needs to be taken in.

### 4. Old Business

- a) Review and adopt amendment for adding postage charges to zoning fees – Mr. Jescavage presented the Selectboard with proposed language that would include the cost of certified mailings to be added to the zoning fees charged to applicants. Currently all applicants and abutters are sent the public notice of the meeting certified/return receipt requested. Chair Clark directed Mr. Jescavage provide the Selectboard with the relevant statute showing this is a state requirement. Chair Clark suggests if a change is made it should be built into the fees but not necessarily as a separate line item. Chair Clark suggested that the Zoning Administrator look at the current fee schedule to see if there are any other changes that need to be made.
- b) Swanton Wind LLC – May 24<sup>th</sup> is a status meeting in Montpelier where they will reset the schedule for the Swanton Wind Certificate of Public Good request. Anyone is welcome to attend.

### 5. Community & Economic Development

- a) Statewide Parcel Mapping Project update – Mr. Jescavage reported that Swanton is still in the loop on the mapping process and is waiting for finalization of the contract process, which may be as soon as June, but it is already a bit behind schedule.
- b) Memorial Day Parade banner update – Mr. Jescavage ordered two 2' x 8' banners with the verbiage suggested by Chair Clark at a cost of \$88 each plus a \$35 set-up fee.

- c) CAI contract addendum – Mr. Jescavage presented proposal that would cost a one-time \$950 that would allow town personnel to access GIS information to make edits or updates on such things like matching parcel IDs to the correct location or updating business names or owners but would not make boundary changes. The Selectboard directed Mr. Jescavage to see if there is room for the cost to come down or if there is otherwise any room to negotiate.
- d) Expenditures
- e) General Orders – Mr. Lavoie made a motion, seconded by Mr. Guilmette, to approve the General Orders of April 19, 2017 to May 16, 2017 as written. Mr. Lavoie asked how the town was doing with collecting delinquent taxes. Ms. Fournier reported the Town has collected \$54,000 thus far. Motion carried.
- f) Highway Orders – Mr. Guilmette made a motion, seconded by Mr. Raleigh, to approve the Highway Orders of April 19, 2017 to May 16, 2017 as written. Motion carried.
- g) Payroll – Mr. Raleigh made a motion, seconded by Mr. Lavoie, to approve the Payroll of April 19, 2017 to May 16, 2017 as written. Motion carried.
- h) Highway Department
  - 1) Highway grant updates – Mr. Jescavage provided a list of highway grants dating from 2013 through now with the status of each project.
  - 2) Mr. Garrett said he is waiting on Pond Road Better Back Roads grant award decision, which may happen in June.
- i) Other updates
  - 1) Mr. Garrett talked to Mr. Tatro, who wants to meet with him Thursday prior to starting work hopefully next week. The rebar is onsite.
  - 2) Mr. Garrett reported that VTrans is not currently interested in selling the culverts being stored in Montgomery.
  - 3) Mr. Garrett provided an update on removing rail on Route 7; VTrans is willing to provide signage and flagging personnel, and machinery if necessary. Swanton will need to coordinate with VTrans because the area needs to be repaved the same day the rails are taken out.
  - 4) Mr. Garret reported the tractor is getting air conditioning fixed.
  - 5) Mr. Garrett met with resident on Lakewood Dr. to follow up on drainage issue raised during the last meeting. The area would have to be cleared by hand because debris is clogging the ditch.
  - 6) Mr. Garrett reported that he has gotten a request to open the town garage Saturday in the morning to provide access to the facilities. Mr. Garrett will ask Brian to work so that someone is onsite while the building is open.
  - 7) Chair Clark asked for an update on the purchase of a new mower. Mr. Lavoie made a motion, seconded by Mr. Raleigh, to approve Mr. Garrett to spend up to \$7000 to purchase a new mower.

**E. Correspondence - None**

**F. Any Other Necessary Business** – Ms. Nance noted that she had made the switch from being the Town’s Alternate Representative on the NRPC’s Transportation Advisory

Committee (TAC) to being the Village's Representative thus creating an opening as an Alternate for the Town.

**G. Public Comments (Reprise) - None**

**H. Upcoming Events**

1. Wednesday, May 24, 2017 @ 7 p.m., Planning Commission Meeting, Town Offices, 1 Academy Street
2. Thursday, May 25, 2017 @ 7 p.m., Development Review Board Meeting, Town Offices, 1 Academy Street
3. Saturday, May 20, 2017 @ 8 a.m. - 2 p.m., Household Hazardous Waste Collection Day, Town Garage Complex, 221 First Street
4. Monday, May 29, 2017, Memorial Day, Town Offices and operations closed
5. Monday, May 29, 2017, Memorial Day Parade @ 2:30 p.m., Downtown
6. Wednesday, May 31, 2017, Swanton Today Show @ 6:30 p.m., Channel 15 Studio, St. Albans
7. Tuesday, June 6, 2017 @ 7:00 p.m., next Selectboard meeting, Town Offices, 1 Academy St.

**I. Executive Session**

Mr. Guilmette made a motion at 8:18 p.m., seconded by Mr. Raleigh, to enter Executive Session to discuss personnel issue.

Mr. Guilmette made a motion at 8:46 p.m., seconded by Mr. Lavoie, to exit Executive Session.

Action taken: Mr. Lavoie made a motion, seconded by Mr. Raleigh, to approve a \$1.00/hour raise effectively immediately for Elisabeth Nance, Administrative Assistant who has successfully completed her probationary period. Motion carried.

**J. Adjournment** – Mr. Lavoie made a motion at 8:47 p.m., seconded by Mr. Raleigh, to adjourn. Motion carried.