

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

Tuesday, June 6, 2017 @ 7:00 p.m.

Present: Joel Clark, Chair; James Guilmette, Vice Chair; John Lavoie, Daniel Billado, Jeffery Raleigh, Members; David Jescavage, Town Administrator; Cathy Fournier, Town Clerk; Elisabeth Nance, Town Administrator Assistant; Chief Stell, Swanton Police Department; Heather Buczkowski, Videographer; Tom Benton, St. Albans Messenger.

A. Call to Order – Chair Clark called the meeting to order at 7:02 p.m.

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

C. Agenda Review

1. Community and Economic Development – Mr. Jescavage noted two additions: Planning Commission Reappointments and Jim Barlow offer
2. Highway Department
 - a) Mr. Jescavage brought to the Selectboard’s attention the additions of the PACIF safety equipment grant update, Better Roads grant update, and a request to mow a section along South River Street
 - b) Chair Clark added an update to the damage to the back hoe, and an update on the repairs to the salt shed
3. Correspondence – Mr. Jescavage noted the addition of the Homeland Security Memo
4. Any Other Necessary Business – Chair Clark added the Highway Department opening
5. Executive Session
 - a) Chair Clark added contracts, land, and wind turbine updates
 - b) Mr. Billado reiterated the need to discuss personnel as indicated on the agenda, as well as real estate under contracts

D. Meeting Topics

1. Minutes – May 16, 2017 SLB Finance and Regular Meeting

Mr. Guilmette made a motion, seconded by Mr. Lavoie, to approve both sets of minutes as written. Motion carried

2. Public Comments - None

3. Law Enforcement

- a) SWPD Monthly Report – Chief Stell reported 51 total complaints, and that traffic tickets totaled \$2,135. In response to a question, Chief Stell stated that whether to issue a warning for speeding is at the discretion of the officer but a warning is usually issued 9 – 10 mph over the posted speed without any other hazards; 12 mph or more over will get the driver a ticket.
- b) Adopt 2017 Emergency Response Plan – Chief Stell brought to the Selectboard the Emergency Response Plan for 2017 and noted that there were no changes from last year other than name changes to businesses as necessary.

Mr. Billado made motion, seconded by Mr. Guilmette, to approve the 2017 Emergency Response Plan as written. Motion carried.

Mr. Billado asked for the June schedule, which Chief Stell will email to him after the meeting.

The Police Department is working on distracted driving, specifically texting, initiatives because of the increase of incidences.

Chair Clark asked for clarification on some information that came out during the *Swanton Today* show about growing the police force. Chief Stell stated that other than the recent personnel change he is not aware of any plan to expand the force. Chief Stell believes this might relate to expanding the hours of coverage but that he was unaware of any move to add to the force.

Chief Stell reported that his department is seeing a reduction of speeds throughout the town, with the exception of Bushey Rd, despite it being the most patrolled road in the area between local and state authorities. The speed cart will be deployed to the area in coming weeks.

4. Old Business

a) Open Town office repair bids

Guilmette's Handy Services, located at 2154 Sheldon Rd., St. Albans, VT, is the lone bid. The package includes four separate bids: \$26,800 for brick work; \$12,500 for prep and painting, and window pane replacement; \$620 to install four metal air vents not including the cost of the vents); and, \$9,500 to extend the covering over existing handicapped ramp, to

install a rail along the length of the ramp, and to add a 5'x7' sidewalk to the existing sidewalk. The total package bid is \$48,420, which includes \$1,000 discount if all four bids are awarded.

Mr. Lavoie asked who is going to do the brick work. Mr. Guilmette stated that the vendor is J & L Masonry, with whom he has contracted before.

Mr. Billado asked if the acid washing will affect the historic value of the building. Mr. Lavoie knows of a product that is softer than acid wash but has the same affect; if Mr. Guilmette is awarded the bid Mr. Lavoie will provide that information.

Mr. Billado asked Mr. Guilmette if the masonry work is being contracted to J & L Masonry. Mr. Guilmette proposes to do the rest of the work while J & L does the brick work.

Chair Clark stated that he would like a test area done if this bid is awarded.

In response to a question from Mr. Jescavage Mr. Guilmette confirmed that J & L Masonry carries the necessary liability and workers' compensation insurance.

Mr. Billado would like to see references from J & L Masonry, and suggested that the brick work be awarded separately in order to give vendor time to provide references.

Chair Clark asked how being on the state register limits or affects what the Town can do. Mr. Jescavage will contact State of Vermont to get clarification.

This matter will be discussed in Executive Session.

b) Mapping Projects Discussion

Mr. Jescavage presented a proposal from CAI Technologies to recompile the spatial alignment of the existing parcel data located in the part of town *not* done in 2016. This project would piggyback on the separate state project based on the assumption that CAI is awarded the state contract. The price of \$18,200 is a discounted price because of this "piggyback" and represents about half the per parcel cost that was paid for the work done in 2016. Mr. Jescavage highlighted the economic development aspect of the project in having updated maps for those seeking to relocate to Swanton based upon accurate mapping.

The Selectboard decided to wait until the state contract has been awarded, and the details are available, before making any decision on this proposal. Doing so provided the Selectboard the opportunity to look at both projects simultaneously and evaluate the scope of work for each.

c) Discuss new 5-Year Plan

Mr. Jescavage filled in some information for this year and next, and suggested Selectboard members take the material and add to it.

Mr. Jescavage informed the Selectboard that he sought input from Mr. Garrett at the Highway Department, and both the Town Clerk and Assistant Town Clerk.

Chair Clark suggested the Economic Development Coordinator populate some areas as well.

Mr. Billado stated he would like to see suggestions for the Southern Growth District.

5. Community & Economic Development

a) Economic Development Coordinator Progress Updates

Ms. Nance provided a written update on activities for the last three weeks and gave a broad overview of the highlights. Most of her activities have been reading, researching, and some outreach.

Ms. Nance informed the Selectboard that the telephone number and email address were set up in recent days. This makes it easier to contact Swanton stakeholders, and state and local resources without tying up other phone lines or blurring the line between Administrative Assistant and Economic Development duties.

Ms. Nance also provided a list of upcoming meetings she is attending.

Mr. Jescavage noted that he is working on a webpage specific to economic development, which will be available through the Town's website.

Chair Clark asked Ms. Nance to include a 2-3 month plan of projects on future reports.

b) Village Center Designation Application Update – Mr. Jescavage provided a map of the current boundary and suggested moving the boundary across the Missisquoi River to include the Northern Gateway area, as well as moving the northwest boundary west to Spring St. to include existing businesses and the NOTCH Health Center. The Selectboard agreed with the new boundaries and authorized Mr. Jescavage to proceed accordingly.

c) Planning Commission Reappointments

Mr. Billado made a motion, seconded by Mr. Raleigh, to appoint Jim Hubbard, Ed Daniel, Andrew LaRocque, and Sara Luneau-Swan each to a four-year term effective July 1, 2017.

Chair Clark publicly thanked Mr. Hubbard, Mr. Daniel, Mr. LaRocque, and Ms. Luneau-Swan for their willingness to continue to serve.

- d) Jim Barlow offer – Mr. Jescavage presented an offer from Mr. Barlow, formerly of the Vermont League of Cities and Towns, to provide no-cost training covering Vermont’s open meeting law. Mr. Jescavage will contact other communities with an offer to host this training.

6. Highway Department

- a) Updates – Mr. Billado asked if the Highway Department can take a look at signs that are tipped; Chair Clark suggested giving Mr. Garrett a call to alert him to any specific sign(s) that need attention.
- b) PACIF – Mr. Jescavage reported that the Highway Department received the grant funds requested for safety equipment.
- c) Better Roads grant – Mr. Jescavage reported that the Highway Department was not awarded the Better Roads grant funds in part because of the number of applications and because of the money the Town was awarded previously.
- d) Mr. Jescavage passed along a request from a resident that the Highway Department mow the east side of South River St from Lake St to the Swanton Historical Society Depot Museum in order to allow pedestrians to walk without having to divert into the right of way. Chair Clark believes this can be handled as an administrative matter and that the Highway Department can mow this area without Selectboard approval.
- e) Chair Clark reported on the extent of the damage to the backhoe, which was limited to the area around a side window. No one was hurt.
- f) Salt shed repairs – Chair Clark reported repairs have started, and that concrete will be poured soon for the lean-to. The actual cost of materials for the lean-to should be available by the next meeting
- g) Chair Clark asked Mr. Jescavage to confirm with Peter Cross that all the permits necessary to work on the Robin Hood extension have been obtained.

7. Correspondence – The Vermont Department of Public Safety is creating a Homeland Security Unit within the Vermont State Police Field Force Division, and the Division of Emergency Management and Homeland Security (DEMHS) will be renamed as Vermont Emergency Management. These changes take effective July 1, 2017.

8. Any Other Necessary Business

- a) Announce need for volunteers for upcoming vacancies on Planning Commission & Development Review Board.

The Planning Commission is set for now with the reappointments just approved.

Mr. Jescavage let the Selectboard know that he needs to clarify when Lucie Hill's last meeting on the Development Review Board (DRB) will be as her term runs out in June 2018, not this year. There is someone interested in joining the DRB when a vacancy does occur.

- b) Announce Dog Owners with unlicensed dogs need to register their dogs with the Town Clerk or Animal Control Officer will impound the dog.
- c) Highway Department vacancy

Mr. Jescavage reported there is already one applicant.

Chair Clark announced the opening to the audience.

Mr. Billado suggested looking at applicants from previous openings since applications are retained for one year.

- d) Mr. Jescavage brought to the Selectboard's attention that its first meeting in July falls on the July 4th holiday; the Selectboard agreed to move the meeting to Wednesday, July 5, 2017.

- 9. Public Comments (Reprise) – Mr. Benton thanked Mr. Hubbard for stepping up to accept another term on the Planning Commission in light of the situation of this past year.

10. Upcoming Events

- a) Wednesday, June 7, 2017 @ 5:30 p.m., Economic Development Committee, Village Complex, 120 First Street
- b) Wednesday, June 14, 2017 @ 7 p.m., Planning Commission, Offices, 1 Academy Street
- c) Flag Day, June 14, 2017
- d) Thursday, June 15, 2017 @ 7 p.m., DRB Meeting, Town Offices, 1 Academy Street; the time of the meeting was corrected to 7:15 p.m. due to site visits scheduled prior to the meeting
- e) Tuesday, June 20, 2017 @ 7 p.m., Next Selectboard Meeting, Offices, 1 Academy Street
- f) TBD, Northern Gateway Committee Meeting @ 5:30 p.m., Town Offices, Academy Street; may be June 19, 2017.

11. Executive Session (contracts/personnel)

Mr. Raleigh made a motion at 8:14 p.m., seconded by Mr. Lavoie, to enter Executive Session in order to discuss contracts, personnel and any issues that clearly place the public body or a person involved at a substantial disadvantage. Motion carried.

Mr. Lavoie made a motion at 9:30 p.m., seconded by Mr. Raleigh, to exit Executive Session.

Action taken:

Mr. Billado made a motion, seconded by Mr. Lavoie, to spend up to \$4,500 to sand, prime, and paint the truck body and frame behind the cab. Motion carried.

Mr. Lavoie made a motion, seconded by Mr. Guilmette, to swap the Babbie Blvd. land with Fournier's Farm Equipment for a new roadside mower with no trade-in. Motion carried.

Mr. Guilmette made a motion, seconded by Mr. Raleigh, to extend Brian Thompson's work hours by 10 hours on Thursday with a \$1.00 per hour increase for all of his weekly work hours for the time that he is working the extra hours. When the extra hours end, the extra \$1.00 per hour pay increase ends. Motion carried.

E. Adjournment – Mr. Guilmette made a motion at 9:37 p.m., seconded by Mr. Lavoie, to adjourn the meeting. Motion carried.