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TOWN OF SWANTON
MINUTES
SELECTBOARD MEETING
Swanton Town Office Building
1 Academy Street, Swanton, VT 05488
Tuesday, April 2, 2013 @ 7:00 p.m.

Present: John Lavoie, Selectboard Chair; Dan Billado, Selectboard Vice Chair; Kathy Lavoie, Dick Thompson, and Joel Clark, Selectmen; Harold Garrett, Road Foreman; Cathy Fournier, Town Clerk; David Jescavage, Town Administrator; Yaasha Wheeler, secretary; Heather Buczkowski, Channel 16; Krister Adams, Housing Foundation Inc.; Mark Larivee.

A. Call to order

Mr. Lavoie called the hearing to order at 7 p.m.

B. Pledge of Allegiance

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

C. Meeting topics

1. Minutes

Mr. Billado made a motion to approve the budget meeting minutes of March 19, 2013. Mr. Clark seconded. Motion carried.

Mr. Thompson made a motion to approve the regular meeting minutes of March 29, 2013. Mrs. Lavoie seconded. Motion carried.

2. Public Comments

No public comment.

3. Old business

Mr. Billado passed out information about lawn tractors, comparing models from John Deere, Massey Ferguson, Kubota, and Kioti. He explained that the R4 tires on the Kubota tractor are a hybrid between turf and tractor tires, and should not tear up lawns. Mr. Clark wanted to make sure that all models compared were similar, and noted that the Selectboard was ultimately looking for a “glorified lawnmower.” Mr. Lavoie noted that loaded tires were not necessary and expressed some concern about the R4 tires. Mr. Garrett explained the need for a hardy lawnmower, since the last lawnmower had been killed with overusage, and the need for 4-wheel drive to get over the curbing. The highway crew hoped for an all-round utility tractor with a loader. After discussion, Mr. Thompson made a motion to purchase the Kubota tractor without loaded tires and with turf tires, for the price of \$14,630. Mr. Billado seconded. Discussion: Mr. Garrett said that he would like the R4 tires and Mr. Thompson pointed out that they could leave impressions in the ground. Mr. Garrett said that the tires could probably be switched out if they didn’t work well for the crew’s purposes. Discussion concluded. Motion carried.

Mr. Lavoie advised Mr. Garrett to review the tractor prior to purchase, in case he wanted any features added to it. Mr. Clark made a motion to purchase the tractor with the \$12,000 budgeted for it, plus \$2630 from the contingency fund. Mrs. Lavoie seconded. Motion carried.

1 Mr. Billado reminded the Selectboard that the highway crew needed a new compactor and a new
2 saw as soon as possible. \$1200 was budgeted for the saw; nothing had been budgeted for the
3 compactor. Mr. Thompson made a motion, seconded by Mr. Clark, to authorize Mr. Garrett to
4 purchase a steel quick-saw up to \$1200 and to have Mr. Jescavage give Mr. Garrett a purchase
5 order for it. Motion carried.

6
7 Mr. Thompson asked whether Mrs. Lavoie had the information on the Selectboard's position on
8 the arena, to be published in the local newspaper. Mrs. Lavoie replied that she had organized all
9 of the information and would have a document for review at the next meeting.

10 11 4. Community Development

12 Mr. Billado made a motion to recess the hearing and open up for a public hearing at 7:37 p.m.
13 Mr. Thompson seconded. Motion carried. The regular meeting was recessed to open up the
14 Community Development public hearing for housing grant with Krister Adams of Housing
15 Foundation, Inc. Mr. Lavoie read the notice of the public hearing into the record, as follows:

16
17 *The Town of Swanton, Vermont is considering making application to the State of Vermont for an*
18 *Implementation Grant under the Vermont Community Development Program. A public hearing*
19 *will be held at Town Offices, 1 Academy Street on April 2, 2013 at 7:00 p.m. to obtain the views*
20 *of citizens on community development, to furnish information concerning the amount of funds*
21 *available and the range of community development activities that may be undertaken under this*
22 *program, the impact to any historic and archaeological resources that may be affected by the*
23 *proposed project, and to give affected citizens the opportunity to examine the proposed statement*
24 *of projected use of these funds. The proposal is to apply for up to \$400,000.00 in VCDP Funds*
25 *which will be used to accomplish the following activities: Acquisition of the 32-lot Roy's Mobile*
26 *Home Park on Middle Road, 4.45+/- . This proposed project includes the retention and upgrade*
27 *of the existing Roy's Mobile Home Park. Copies of the proposed draft application are available*
28 *at the Swanton Town Offices and may be viewed during the hours of 10:00 a.m. – 3:00 p.m.*
29 *between March 27 – April 2, 2013.*

30
31 Mr. Adams explained that HFI had entered into a purchase and sales agreement to buy Roy's
32 Mobile Home Park for \$775,000. He had previously come before the Selectboard to ask if the
33 Town of Swanton would support an application through the Vermont Community Development
34 Program for up to \$400,000 for the purchase of the park. An appraisal had been done, as well as
35 engineering and electrical assessments. The engineering assessment showed the need for \$5000
36 to \$7000 worth of improvements, and the electrical assessment showed the need for
37 approximately \$69,000 worth of work to be done on the system; that improvement was built into
38 the budget. The Housing Foundation Inc., would be going to the Vermont Housing and
39 Conservation Board to seek a \$380,000 grant and to the Vermont Community Development
40 Program for \$375,000. The application would be submitted within 10 days.

41
42 Mrs. Lavoie asked for an explanation of the project's benefit to Swanton. Mr. Adams gave the
43 benefits as follows:

- 44 (1) The Town would retain 32 lots of very viable housing, which would add to the quality
45 affordable housing base.
46 (2) The federal and state governments looked favorably upon municipalities that
47 encourage the proper growth in communities.
48 (3) The Housing Foundation Inc. was dedicated to quality properties, having been around
49 for almost 30 years.
50 (4) HFI already owned several properties in Swanton, such as the village apartments and
51 Abenaki Acres and had improved both properties a lot.

1 Mrs. Lavoie asked to know what would happen if the grant did not come through and Mr. Adams
2 said that the project would not be able to go forward. The Selectboard agreed that they supported
3 the project and appreciated the quality standards that HFI maintained on its properties.

4
5 There were no public comments.

6
7 Mr. Billado made a motion, seconded by Mr. Clark, to close the public hearing at 7:50 p.m.
8 Motion carried.

9
10 Mr. Billado made a motion, seconded by Mr. Thompson, to reconvene the regular meeting at
11 7:51 p.m. Motion carried.

12
13 Mr. Billado made a motion that the Selectboard sign the resolution for the VCDP Grant
14 Application Authority for the Housing Foundation Inc. Mr. Thompson seconded. Motion carried.

15
16 b) Assign Revote Warning

17 Mr. Lavoie read the following warning:

18
19 *The legal voters of the Town of Swanton who are legal voters in Town meeting, are hereby*
20 *notified and warned to meet at the Swanton Village municipal Complex, First and Elm Streets,*
21 *Swanton on Tuesday, March 14, 2013 at 7:00 a.m. to vote on the articles herein set forth. All*
22 *articles are to be voted by the Australian Ballot system. The polls open at 7:00 a.m., and close at*
23 *7:00 p.m.*

24
25 *Article 1: Shall the Town of Swanton issue bonds ore notes in an amount not to exceed*
26 *\$2,367,200 (Two Million Three Hundred Sixty Seven Thousand Two Hundred Dollars) for the*
27 *purpose of funding its share of recreational facility improvements located in the Town of*
28 *Highgate to be owned, operated, and managed under the terms of an interlocal contract to be*
29 *approved by the selectboards of the Towns of Swanton, Highgate, and Franklin. The facility*
30 *improvements include a finished ice skating rink surface measuring 200 feet by 85 feet.*

31
32 *The legal voters of the Town of Swanton are hereby notified that an Informational Meeting will*
33 *be held at the Swanton Village Municipal Complex on Monday, May 6, 2013 at 7:00 p.m. for the*
34 *purpose of explaining the budget item to the voters.*

35
36 Mr. Clark noted that the article is exactly as it was on the previous ballot, and Mr. Lavoie stated
37 that the revote would take place on May 14, 2013.

38
39 c) Appoint 2nd Town Representative to NRPC Board of Directors

40 Mr. Lavoie read the following letter:

41
42 Dear Mr. Chairman,

43 As you know Swanton has had an open position on the Regional Planning Commission for some
44 time now. I feel I would be a fitting candidate for this position because I currently sit on the
45 Swanton Planning Commission. I feel that I can channel any knowledge I gain from the Regional
46 Planning Commission back to the Swanton Planning Commission. This may be a large asset
47 because we are currently working with Regional Planning to rewrite our bylaws. Please let me
48 know if you have any questions. Thanks, Ross Lavoie.

49
50 It was noted that Ross Lavoie was Mr. Lavoie's nephew and Mrs. Lavoie's son. All of the
51 Selectboard felt that Ross Lavoie would be an asset, pointing out that Ross Lavoie has been on
52 the Planning Commission for several years and is a project engineer for Wright and Morrissey,

1 Inc. Mr. Garrett already sits on the NRPC and stated that he favored Ross Lavoie's addition to
2 the board. Mr. Clark made a motion, seconded by Mr. Billado, to approve Ross Lavoie's
3 appointment to the Regional Planning Commission, for a term to expire on March 31, 2014.
4 Motion carried. Mr. Garrett explained that the NRPC met about 10 times a year, and that Ross
5 Lavoie would be encouraged, although not required, to sit on a subcommittee, which would
6 involve more meetings.

7
8 Mr. Thompson made a motion to compensate the members for the NRPC meetings (but not any
9 subcommittee meetings), at the same rate at which they would be compensated for Planning
10 Commission meetings. Mr. Thompson withdrew his motion after the Selectboard discussed the
11 absence of any fund in the budget for such compensation. All Selectboard members agreed that a
12 line item for this purpose should be added to the next budget.

13
14 5. Law enforcement

15 Since Chief Stell was not present, this item was skipped.

16
17 6. Highway department

18 The Selectboard moved ahead to item C.

19
20 c) Discuss Request For Pavement Cut On Jonergin Drive

21 Mr. Mark Larivee, representing Mylan, came forward with the plans. He explained that the road
22 cut would not involve a pipe across the road, but a manhole in the middle of the street. Mr.
23 Larivee said that the structure would be cored and would be of 6-inch cast iron. He had the ANR
24 permit and would submit the application this week. The project would also have to go through
25 capital review, and they were shooting for the first of the month. Mr. Garrett reminded that
26 whoever made a pavement cut had to maintain it for one year and Mr. Larivee replied that he had
27 added that to the RFP and was having a site review for the construction companies. Mr. Garrett
28 agreed to attend the site review. The Selectboard and Mr. Garrett signed the application.

29
30 a) Discuss Woods Hill Road Project with Sheldon Officials

31 Mr. Steven Dodd from the Sheldon Selectboard asked for a brief explanation of Swanton's plans.
32 Mr. Garrett stated that the Town of Swanton had received grant funds of \$175,000 (with a 10%
33 match) to do Woods Hill Road. The project involved 1.2 miles in the section near the
34 Swanton/Sheldon town line where the frost heaves were worst. He planned to raise the road by
35 two feet, starting from the Cook Road and Bushey Road intersection. The road would then rise to
36 meet the side of the hill in Sheldon. He estimated the cost to Sheldon to be about \$6000 to
37 \$7000, including pavement. Swanton proposed to share the use of its equipment for the project,
38 if Sheldon would pay for its own stone, paving, and culverts.

39
40 Mr. Dodd stated that Sheldon had no line item in the budget for this purpose. Mr. Billado
41 apologized that communication about this project in the past had been dropped and Mr. Garrett
42 added that Swanton had received the grant a year earlier than anticipated, necessitating quicker
43 action on the project than at first anticipated. Mr. Dodd asked the Swanton Selectboard to give
44 the Sheldon Selectboard a written document explaining the details and estimated costs and the
45 Selectboard agreed to have representation as well at the next Sheldon Selectboard meeting on
46 Monday, April 8, 2013 at 7:30 p.m.

47
48 b) Discuss and Approve Class 2 Paving Grant Application

49 Mr. Thompson stated that the current Class 2 roads were Beebe, Woodshill, Maquam Shore,
50 Frontage, County, and Bushey, and that his understanding was that Class 2 roads join two towns.
51 Mr. Garrett pointed out that Maquam Shore needed to be shimmed, which would be good for 4
52 or 5 years, and could be topped later. Instead of applying for Maquam Shore, he suggested

1 applying for Comstock Road (if it qualified and perhaps in conjunction with Kellogg Road), or
2 for Bushey Road (as a back-up).

3
4 Mr. Garrett discussed widening Maquam Shore Road from 22 feet to 24 feet, but the Selectboard
5 determined that this was not the time to widen the road.

6
7 Mr. Billado made a motion to authorize Mr. Jescavage and Mr. Garrett to move ahead with the
8 grant process for Class 2 roads. Mr. Clark seconded. Discussion: It was noted that Comstock
9 Road was the first priority, with Bushey Road as the second. Motion carried.

10
11 d) Discuss Lakewood Drive Use of Town ROW

12 Mr. Jescavage directed the Selectboard's attention to a graphic which showed the proposed
13 location of two small trailers which Adrian Hellman of the Department of Transportation hoped
14 to set up to photograph the response of traffic to the new Lakewood Drive railroad crossing
15 crossbucks. Mr. Hellman hoped to use H.D. Campbell's land instead of the town right-of-way,
16 but Mr. Campbell had not yet responded to the suggestion and had expressed some concern over
17 the trailers' positions in relation to the barn and parking space at which he held special events.
18 Mr. Billado was concerned that the trailer placement in the right-of-way would create a blind
19 spot near a driveway. It was noted that the new railroad crossing system would be there for 3 or 4
20 months, but that the Town of Swanton had requested for a full year. The Selectboard had no
21 problem waiving the fee for the use of the right-of-way, but wanted more information about the
22 trailers and their size before making a decision.

23
24 e) Request for Traffic Count on Lakewood Drive

25 Mr. Jescavage stated that there had already been a traffic count on Tabor Road and that Adrian
26 Hellman wished to know how much traffic was going into the "back area" accessed by the road.
27 Mr. Clark made a motion, seconded by Mrs. Lavoie, to grant the Regional Planning Commission
28 request for a traffic count on Lakewood Drive. Motion carried.

29
30 f) Discuss Watershed Grants

31 Mr. Jescavage said that he would see if the South River Road embankment might fit into any of
32 the suggested grants, and would report back to the board after he had done more study.

33
34 g) Salt And Sand Updates

35 Mr. Garrett said that he had 50 to 60 tons of salt in the shed, and recommended taking the
36 excavated sand from the new town garage site and mixing it with the salt. To do this cost-
37 effectively, he would need to buy 50 more tons of salt, at a cost of about \$3000. Recycling the
38 sand and mixing it immediately would save money and time in the long run. Mr. Clark made a
39 motion, seconded by Mr. Thompson, to allow Mr. Garrett to buy 2 truckloads of salt to mix with
40 the sand as needed. Motion carried.

41
42 g) Other Updates

43 Mr. Garrett said that the highway crew was 70-75% done picking up trash along the roadside.
44 The planning paving for 2013 was as follows:

45
46 Maquam Shore – 3 miles, 1 inch shim over the center.

47 Bushey Road – 6/10 mile, from the top of the hill to Route 207.

48 Sweet Hollow Road – base coat for 0.55 miles.

49
50 Mr. Garrett added that, because the paving had been bid based on a 24 foot road and the
51 Selectboard agreed to keep Maquam Shore at 22 feet currently, the paving price could drop by
52 about \$18,000, to about \$240,000 or \$250,000. The Selectboard agreed to go out to bid on

1 Maquam Shore, Bushey, Sweet Hollow, and Viens for paving. They would go out as one bid, but
2 would be broken out as 4 line items. The roads that would be paved would be determined by the
3 bids.

4
5 The Selectboard discussed draining Bushey Street toward a ditch near the Rail Trail toward
6 Route 7, which would require state permission to dig the ditch.

7
8 Mr. Garrett reported that the stone on the Hazard Road had been done, the price of which was
9 split 50/50 with Bob Manning up to \$1000 per person.

10
11 Mr. Garrett stated that he need 12 locks for the Rail Trail.

12
13 Mr. Garrett stated that the headwall along Maquam Shore Road needed to be fixed prior to
14 paving. He would talk to Peter Cross about it.

15
16 Mr. Garrett suggested using the \$5000 from the fuel tax refund to buy the compactor, for which
17 there was no budgeted funds.

18
19 Mr. Garrett stated that the hammers for the roadside mower needed by changed, at a price of \$26
20 apiece for 27 hammers. Mr. Lavoie recommended mowing only on an as-needed basis, not all
21 summer long. Mr. Garrett added that a mower was needed for the taller grass.

22
23 Mr. Garrett requested to have Jim Smith, retired from Agency of Transportation, look over the
24 Woodshill project, at a cost of \$30 an hour. The Selectboard agreed.

25
26 The Selectboard agreed to have a site visit on Janes Road at 6 p.m. on April 16, regarding
27 drainage issues. Mr. Garrett would have a level to take shots of the area.

28
29 Mr. Garrett explained that the wall of the salt shed was bowing out and badly needed
30 stabilization before it collapsed. Mr. Billado suggested looking into an insurance claim to fix it,
31 and Mr. Lavoie asked Mr. Garrett to get an estimate of the repair cost and the work involved. Mr.
32 Clark suggested talking with Peter Cross about the matter as well.

33
34 The Selectboard agreed to hold off the sale of the snow pusher until the next winter, and
35 discussed using its eventual sale to pay for garage equipment.

36
37 Mr. Clark requested Mr. Jescavage to find an explanation of his duties as a road commissioner.

38
39 Mr. Clark brought up the drainage issues on Donaldson Road and Hog Island Road, noting that
40 fixing the issues involved installing culverts in private driveways. He added that he did not see
41 this as the Town getting involved in private culverts, but rather as the Town protecting its roads.
42 Mr. Thompson suggested asking Mr. Brian Monaghan, the town's attorney, to make up
43 maintenance easement documents for the project. Mr. Garrett said that the needed culvert was
44 not in stock, but would not be expensive.

45 46 7. Five Year Plan

47 The Five Year Plan had been updated with Mr. Thompson's notes, and purged of completed
48 projects. Mr. Lavoie asked the Selectboard to review the plan prior to the next meeting. Mrs.
49 Lavoie recommended having a process in place for keeping track of suggested additions to the
50 plan as discussions took place. Mr. Billado was in favor of reviewing the plan at the quarterly
51 financial meetings, but Mr. Thompson felt that, although the plan should be reviewed quarterly,
52 it should not be done at the financial meetings. The Selectboard agreed to review the plan

1 quarterly. Mr. Lavoie asked the Selectboard members to take the next quarter to refine the list,
2 and then to go from there to assign tasks, set time frames for projects, etc.

3 4 8. Correspondence

5 The Selectboard discussed the need to complete the long-range plan to connect Bushey Road to
6 Route 105, via Sholan Road, which would be used as an entrance to the growth center. Mr.
7 Jescavage noted that part of the road was marked as not used, and Mr. Thompson replied that,
8 although it was marked that way, it was still part of the road.

9
10 Mr. Jescavage presented the e-mail from the state fire marshal's office, adding that Peter Cross
11 would change the code of the new town garage to comply with the marshal's request.

12 13 14 9. Any other necessary business

15 A) Discuss website info and updates

16 Mr. Jescavage stated that Kevaco was willing to give up the two town webnames, at \$15 each.
17 He also asked for permission to upgrade the website for a two-year period (\$3 a month, or
18 \$71.80 a year), in order to allow for more data space. The Selectboard agreed to pay the \$30 to
19 Kevaco for the town domain names and the \$71.80 for the website upgrade.

20
21 The Selectboard discussed the Clarks Trucking Center bill. Mrs. Fournier explained that the bill
22 was now \$619.07 total, with \$255.30 for the heater and \$253.77 for the filter snow valve. The
23 original heater bill had been reduced from \$481.30 by \$221.60. The snow valve, which had
24 originally cost \$1979.46, had been reduced by \$1134.39. Mr. Garrett explained that the snow
25 valve replacement had not been asked for and would not have been done had it been known that
26 it would cost \$1500. The cost to fix the heater was supposed to be \$250, split equally at \$125
27 a peice for the Town and for Clarks. Mr. Billado felt that the Town was only responsible to pay
28 the \$125, but Mr. Clark felt that Clarks Trucking had shown its good faith by attending the
29 meeting and by looking into the goodwill policy as asked. The Selectboard summed up that the
30 final price should be \$125 for the heater, plus \$353 (the reduced price) for the new snow valve.
31 Mr. Lavoie asked Mr. Garrett to do all dealings with Clarks Trucking himself. Mr. Garrett stated
32 that the truck seemed to be running fine now.

33
34 Mr. Garrett asked whether the Town was paying for the electricity at the new town garage site
35 and Mr. Lavoie said it was. Mr. Garrett added that the Town had loaned its excavator to the
36 Village to deal with a sewer main break in the school property on the Frontage Road, over a 16-
37 inch high pressure gas line.

38
39 The Selectboard signed a tobacco license for Hometown Sunoco.

40 41 10. Public comments (reprise) – None.

42 43 11. Upcoming events

- 44 a) DRB Meeting (New Garage Public Hearing) @ 7 p.m. on Wednesday, April 3,
45 2013
- 46 b) Saturday, April 6, 2013: 250th Anniversary Celebration – “Mid-18th Century
47 Antiques @ 2-4 p.m. in Swanton Elementary School Library, 24 Fourth St.
- 48 c) Saturday, April 6, 2013: 250th Anniversary Celebration – Mini Film Festival:
49 “The Forgotten War” & “The Changeling” @ 7 – 9 p.m. in the Swanton Town
50 Village Complex Auditorium, 120 First Street
- 51 d) Selectboard Meeting @ 7 p.m. on Tuesday, April 16, 2013 in Town Office
52 Building, 1 Academy Street.

1 e) Planning Commission Meeting @ 7 p.m. on Wednesday, April 17, 2013 in Town
2 Office Building 1 Academy Street.

3

4 12. Executive Session

5 Mr. Clark made a motion, seconded by Mr. Thompson, to go into executive session for real
6 estate and personnel at 10:25 p.m. Motion carried.

7

8 Mr. Clark made a motion, seconded by Mr. Billado, to come out of executive session at 10:56
9 p.m.

10

11 Mr. Clark made a motion, seconded by Mrs. Lavoie, to pay Amy Giroux, the new lister, at a rate
12 of \$13.75 an hour. Motion carried.

13

14 13. Adjournment

15 Mr. Billado made a motion, seconded by Mr. Clark, to adjourn at 10:57 p.m. Motion carried.

16

17

18 Typed on April 3, 2013

19 Minutes by Yaasha Wheeler

20 Received and filed by:

21

22

23

24

25 _____
Cathy Fournier, Swanton Town Clerk

_____ Date