

**TOWN OF SWANTON**  
**MINUTES**  
**SELECTBOARD MEETING**  
**Swanton Town Office Building**  
**1 Academy Street, Swanton, VT 05488**  
***Tuesday, October 15, 2013 @ 7:00 p.m.***

Present: John Lavoie, Selectboard Chair; Daniel Billado, Selectboard Vice Chair; Joel Clark, Kathy Lavoie, and Dick Thompson, Selectmen; David Jescavage, Town Administrator; Harold Garrett, Road Foreman; Yaasha Wheeler, Secretary; Heather Buczkowski, Channel 15; John Ross; Matt Luneau; Richard Michaud; Andre & Linda Gagne; David Fosgate.

A. Call to Order

John Lavoie called the meeting to order at 7:00 p.m.

B. Pledge of Allegiance

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

C. Meeting Topics

1. Minutes

a) October 1, 2013 Regular Meeting minutes

Mr. Thompson made a motion, seconded by Mr. Clark, to accept the minutes as printed. Motion carried.

2. Public Comments – None.

3. Old Business

a) Executive Session for Real Estate

Mr. Thompson made a motion, seconded by Kathy Lavoie, to enter executive session for real estate at 7:03 p.m. Motion carried.

Mr. Billado made a motion, seconded by Mr. Clark, to exit executive session at 7:27 p.m. Motion carried. Action taken: Mr. Thompson made a motion, seconded by Mr. Billado, for the Town of Swanton to enter into a sales and purchase agreement with H.D. Campbell's buyer for the Fourth Street property, and that the property would presently be under deposit for a total price of \$225,000. Motion carried. Mr. Clark made a motion, seconded by Kathy Lavoie, to authorize David Jescavage to be the Town's authorized agent for the signing of the purchase and sales agreement. Motion carried.

b) Discuss 5-Year Plan

This item was moved to later in the meeting.

4. Expenditures – This item was moved to later in the meeting.

5. Animal Control Officer

a) Animal Control Monthly Report

Mr. Dashno not being present, the Selectboard reviewed the report and had no concerns.

6. Library

a) Discuss Library Brick Repairs

Mr. Kilburn informed the Selectboard that the contractor who was currently repairing the library steps had also agreed to repair the damaged back wall of the library if the Town would agree to purchase the brick for the project. The original brick was manufactured by a company now out of business, and the contractor recommended buying a cube of bricks, which would result in more bricks than needed for the project, but would be the most cost effective. Mr. Thompson made a motion, seconded by Kathy Lavoie, to order to authorize the vendor to order

the bricks on the Town's behalf, to be paid for by the Town. Discussion: The insurance agency of the man who caused the damage to the library should pay for the cost of repair. Also, the Town would seek an estimate of the total cost of repair work from the contractor. Mr. Kilburn added that he felt that the work being done was of very high quality.

## 7. Highway Department

### a) New Garage Fencing Plan

Mr. Jescavage drew the board's attention to the bids and added that the issue under consideration was whether the 3 sides of the fencing would include the front or the back of the property. John Lavoie noted that the Town would discuss the issue with the Development Review Board on October 24<sup>th</sup>. Mr. Clark was in favor of putting fencing along the front, and Mr. Garrett confirmed that he felt it was a safety precaution to do so, since the kids could be walking across the property while the crew was backing equipment out of the garage. The Selectboard discussed having a motorized front gate to allow easy access to the property for the road crew, and Mr. Billado suggested having the gate set into the property more to allow more space for the large trucks to pull entirely off the road when opening the gate. The Selectboard agreed that they wanted fencing around the entire property, for protection of equipment and safety for the kids. Mr. Garrett noted that a pile of sand was halfway on a neighboring property (by permission of the neighboring owner) and requested that the back be left open just enough to accommodate the pile, and perhaps to put snow fence around that area to contain it. Mr. Lavoie asked Mr. Clark and Mr. Garrett to come up with a plan for the fencing arrangement.

### b) Review Bridge Standards

Mr. Jescavage stated that, in follow-up to the last meeting's discussion on Hungerford Bridge, someone had suggested reviewing the road and bridge standards to see how they might apply to the bridge, but upon reviewing the standards, he felt that they did not apply to the bridge. Mr. Garrett noted that the abutments had to be removed, because they were not the correct height.

### c) Sign Hungerford Brook Bridge Form & Plan

Mr. Clark said that the plan was to repair the bridge no later than July 2014. Mr. Garrett felt that he could be done the repairs by December, if the bid was accepted. With the grant and the \$40,000 in road improvement for the Woods Hill Road project, he would still be under budget, but not by a lot.

### d) Discuss "Covered Bridge" Over Town Drainage Easement

Mr. Garrett explained that Mr. Matt Luneau had built a covered 28 feet from the center of the road, but close to the newly-installed culvert (within 55 inches), and he was concerned that, because the bridge was below the road surface, the bridge might receive damage from plowed snow.

Mr. Luneau explained that there was no shoulder in the area, so he had built the bridge to provide for safe pedestrian traffic. He added that he had just closed shutters, and no glass windows. It was noted that Mr. Luneau had not obtained a permit prior to the building of the structure, not knowing that he needed one. Mr. Kilburn explained that a permit would require a 75 foot setback from the road (instead of the current 28 feet) and that he would therefore have to deny the permit, which would bring the matter before the Development Review Board as a variance request. Mr. Thompson felt that this was not a Selectboard issue, since the structure was built at the builder's own risk; Mr. Billado agreed. The Selectboard advised Mr. Luneau to apply for the permit and then appeal to the Development Review Board for a variance.

### e) NW Riders Club ROW Use Request

Daniel Gagne requested the Town to sign the right-of-way permit for the Northwest Riders Club, as the Town had done for the last 12 years. Mr. Thompson made a motion, seconded by Mr. Billado, to approve the application of the Northwest Riders Club to access the Town properties. Motion carried.

### f) Updates

Mr. David Fosgate came forward. He stated that he wished to enclose an existing 10' x 10' loading dock (Building 103) and to connect building 101 to building 105 by a 6' x 9' connector, in order to run a forklift between the two. Since the property was still technically the Town's, he

felt it would be appropriate to request Town approval. Mr. Clark made a motion, seconded by Mr. Billado, to approve the mentioned additions related to Buildings 103, 101, and 105. Motion carried. Mr. Billado said that the property would be Mr. Fosgate's within a year, and thanked Mr. Fosgate for the courtesy of requesting permission from the Town. Mr. Jescavage was asked to write a letter to Mr. Kilburn, Zoning Administrator, about the matter if necessary.

#### 4. Expenditures

##### a) General Orders (9/19/13 to 10/16/13)

Mr. Clark made a motion, seconded by Kathy Lavoie, to approve the general budget. Motion carried.

##### b) Highway Orders (9/19/13 to 10/16/13)

Mr. Billado made a motion, seconded by Mr. Clark, to accept the highway orders as printed. Motion carried. Mr. Garrett noted that the Selectboard should consider purchasing a gas and settling tank, since the \$100 lease on the tanks was not as cost effective. The Selectboard agreed with Mr. Garrett's recommendation.

##### b) Payroll (9/19/13 to 10/16/13)

Mr. Thompson made a motion, seconded by Mr. Clark, to approve the payroll as printed. Motion carried.

Mr. Garrett noted that the unencumbered balance of \$53,671 might be in error, since he thought the money was used to pay off the truck. The Selectboard commended Mr. Garrett for keeping the highway budget in good shape. Mr. Garrett asked to give an account of the items to finish purchasing for 2013 at the second November meeting, once he has finished the October repairs and had a better idea of what was needed.

The Selectboard asked Mr. Jescavage to continue setting up meetings for budget discussions. The Selectboard emphasized that the various entities should be informed of the dates on which they should show up for budget meetings, so that there would be no delay to the process.

#### 7. Highway Department

##### a) Updates

Mr. Garrett stated that the paving was not done yet, since Pike had been delayed by rain and other projects. They were scheduled to finish paving on Thursday, October 17<sup>th</sup>. The line striping had been finished for a total cost of \$651.04. The equipment and trucks had been moved to the new garage. Truck 35 (the Mac) had gotten a new chain for the side dump and sander, new sprockets, new seals, stabilizing bars for the rear end, and the oil had been changed. A new oil pan had also been purchased for \$300. The welding cart had fallen apart, so a new one that would hold 550 lbs. had been purchased for \$250. The crew had started using the time clocks at the new garage, with 8 hour days now.

The Selectboard discussed the purchase of the new compressor, comparing a 7.5-horse and a 5-horse. They asked Mr. Garrett to compare prices and decide what best fit his needs. Mr. Clark made a motion, seconded by Mr. Billado, to authorize Mr. Garrett to spend up to \$2200 for a new compressor of his choice. Motion carried.

Mr. Garrett stated that he estimated that he would still be under \$17,000 for salt even once he had ordered the rest of it. Mr. Lavoie reminded Mr. Garrett to fully move out of the old garage into the new one. Mr. Garrett requested to take the energy-efficient lights, gas furnaces, and guardrails with him. Mr. Jescavage was asked to make up the agreement to that effect. Mr. Jescavage stated that he believed that the liability insurance would still apply even when the structure was emptied. Mr. Garrett estimated that he could be moved out of the old garage within 30 days.

Mr. Garrett said that he had spoken to the state and there was a chance of receiving 350 feet of guardrails for the Woods Hill Project, so he felt that the highway crew could cover the concern on Woods Hill.

It was noted that the new one-ton truck should be available by Friday, October 18<sup>th</sup>. The Selectboard advised Mr. Garrett to minimize his use of the old ton-truck, which would be traded in to Handy's.

The Selectboard agreed to compensate the highway crew members for their time to attend the October 19<sup>th</sup> open house at the new Town garage.

Mr. Clark asked about the Janes Road drainage, and Mr. Garrett said that he had marked both Janes Road and Middle Road. He planned to change a culvert across the road on Middle Road. He would deal with the repairs on Missisquoi Street and Beebe Road within the next 3 weeks. The Selectboard agreed that the road cut by the church on Bushey Road should be removed; it was not legal. Mr. Jescavage would work with the Zoning Administrator to create a notice of violation.

Mr. Jescavage explained that the deed that conveyed the dam land to the Village needed to be updated to reflect the current month, and then it would be signed.

It was agreed that Tim Smith and Kathy Lavoie would be invited to the next Joint Legislative Body meeting.

Mr. Jescavage was asked to put a Route 78 discussion on the next Selectboard agenda, since some citizens had approached Kathy Lavoie regarding a change of the speed limit along Route 78.

### 3. Old Business

#### b) Discuss 5-Year Plan

#### **2013**

##### Highway

Ongoing Tools Upgrade as Budget Allows – Done by 12/31/13.

Evaluate Asbestos Removal from Garage 1 – work in progress.

Obtain Estimate/Quote for Demolition of Garage 1 – NA.

Evaluate Phase II and Phase III Brownfield Grant(s) for Garage 1—NA.

Contact Potential Purchasers of Garage 1 – Escalate Marketing Efforts – Apply Revenue to Garage Loans – Work in progress.

Purchase 1 ton truck – Done.

Install Chain Link Fence at Perimeter of Garage #2 – work in progress.

Add Lean-To to Sand Shed, on the side facing the woods, for Salt Storage –Move to 2014.

Complete Woods Hill Road Improvement Project – Complete by July 2014.

Arrange meeting with State of Vermont Traffic Committee after completion of Wal-Mart – Postponed for late 2013.

Investigate Chipper Replacement—Done.

##### General

Meet with St. Albans City Council & Peter Cross for water & waste water allocations – Southern Growth Center – on hold.

Review 5 Year Plan with Planning Commission and DRB – Work in progress. Mr. Jescavage was asked to arrange this before the end of the year.

Park D Plan—Work in progress. Mr. Garrett asked the Selectboard to identify the areas to keep in Park D for lay-down areas. He also asked the board to meet at Park D.

#### **2014**

##### Highway

Maquam Box Culvert Repair – This item needed a design and the Town should seek bids. A grant was available to help pay for the repair.

Rebuild Comstock Road – work in progress.

Explore Funding Options for South River Street – Bank Stabilization and Guard Rails – Mr. Garrett suggested moving a whole lane of South River Road toward the railroad tracks. Mr. Clark recommended doing a feasibility study first and seeking a grant, for completion by 2015.

Perform road work as needed – Pave Missisquoi Street – Bushey Street and Comstock Road priorities – work in progress.

Seal and stripe municipal parking lot – Mr. Garrett would get a price for this work.

Conduct Feasibility Study for Upkeep and Construction of Sidewalks in Town – Mr. Garrett suggested widening the road when redoing Bushey Street, then striping the shoulder as a walking path.

Evaluate/Survey & Plan Upgrade of Sholan Road in Preparation for SGD Access from Route 105 – Contact Landowners – Done. Mr. Garrett would put some stone on the road to show that the Town owned it.

Review Sand Shed Walls – The shed was fine for now, but would be checked annually.

Address Drainage on Hog Island Road, Janes Road, and Missisquoi Street – Hog Island Road was done, but had another ditch to deal with. Janes Road was marked and Missisquoi Street would be completed by December 1, 2013.

Upgrade Hazard Road to Class 3 – The Selectboard would investigate and review this item. Class 3 upgrade was desirable because state funding was available for class 3 roads.

### General

Budget \$2000 - \$3000 for Hanging Folders to Protect Tax Maps – This would be reviewed in the upcoming budget discussions.

Secure Water and Waste Water Allocations from City of St. Albans for Southern Growth District – work in progress.

Continue Merger Discussions with Swanton Village Trustees – work in progress.

Convey Robin Hood Site to David Fosgate - \$150,000 – apply revenue to Garage Loan – on track.

Develop Marketing Plan for Park D in Conjunction with FCIDC – work in progress.

Promote Southern Growth District – work in progress.

Scrape & Paint Second Story of Town Office – Work in progress. The Selectboard would review this to create planned maintenance.

Explore Funding Sources to Pave Fit & Healthy Recreation Path – ongoing.

Server Upgrade – Audio/Visual Upgrade for Meeting Room – This item would be added to the budget discussion.

## **2015**

### Highway

Rework and Widen Tabor Road – on track.

Begin permitting for Robin Hood Drive extension – Phase II – on track.

Pave Industrial Park A – on track. The park needed to be widened.

Replace Tractor Mower – Mr. Garrett would present the expense for time and fuel on the tractor, and the board would decide to do the roadside mowing “in house,” or to “farm out” the job to a contractor.

Possible Grant Application for South River Road – The grant would be applied in 2014 for work to be done in 2015.

### General

Update Municipal Plan

Build Trail Head Parking Area for Swanton Fit and Health and Lamoille Valley Rail Recreation Paths – The Town would coordinate with VAS for this item.

## **2016**

### Highway

Road Improvement Project – South River Street – Bank Stabilization and Guard Rails – Walking Path – Application for grant in 2014, work done in 2015, and completion in 2016.

### General

Pave Fit & Healthy Recreation Path – Mr. Jescavage was asked to look into what grants were currently available for this type of item.

IT/IS Upgrade

Miss Wheeler was asked to integrate the equipment upgrades into the 5-year plan. Mr. Garrett stated that he would need to buy a body for the Mac for \$34,000, which was cheaper than buying a whole new truck. Mr. Jescavage was asked to follow up with Mr. Cross regarding the VTrans permit for the road cut off Route 78 for Park D. The Selectboard agreed that, since the

fan issue had been resolved, Mrs. Fournier (Town Clerk) should cut the contractor (Mr. David Pratt) a check for the work.

8. Public Comments – None.

9. Correspondence

Mr. Jescavage presented the annual payment request for the cartographic association's internet mapping. The Selectboard noted that the new website did not allow easy access to the maps of other towns. Mr. Jescavage was asked to address that issue with the association, since that was a feature which had been promised to be available to the Town.

Mr. Jescavage presented a bill for \$4181 for the rest of the radios, some of which had not yet been installed. The new base station was also not yet delivered. Kathy Lavoie recommended that Mr. Garrett and Mr. Jescavage determine which items were complete and which were outstanding.

After discussion, Mr. Clark made a motion, seconded by Kathy Lavoie, to allow Mr. Jescavage to coordinate with Chief Girard of the Village Fire Department to purchase a Knox Box for the new Town garage. Motion carried.

The Selectboard signed a permit request from Vermont Gas to bore under Andy Avenue and work on Bushey Street.

10. Any other necessary business

a) Resolution for HFI agreement

Mr. Thompson made a motion, seconded by Mr. Billado, to authorize Mr. Jescavage to be the Town's representative and sign the grant agreement resolution (Form PM-1) and to sign contracts as needed for the housing grant for Roy's Mobile Homes and HFI. Motion carried.

11. Upcoming Events

- a) October 16, 2013 @ 7:30 a.m. Walmart Grand Opening in St. Albans
- b) October 16, 2013 @ 6:30 p.m. Ch. 15 Studio in St. Albans – Interview
- c) October 17, 2013 @ 8:30 a.m. @ St. Albans Elk Club – Healthcare discussion
- d) October 19, 2013 @ 9:00 a.m. to noon – New Garage Open House @ VT RT 78
- e) October 23, 2013 @ 7:00 p.m. Joint Meeting JLB & PC re: Zoning Amendment
- f) October 24, 2013 @ 7:00 p.m. Development Review Board

12. Executive session

Mr. Clark made a motion, seconded by Kathy Lavoie, to enter executive session for personnel at 9:52 p.m. Motion carried.

Mr. Clark made a motion, seconded by Mr. Billado, to exit executive session at 10:12 p.m. Motion carried. Action taken: None.

Mr. Jescavage informed the board of a damaged and vandalized concrete waste receptacle along the recreation trail. He had spoken with the police about surveillance cameras to deter vandalism.

13. Adjournment

Mr. Billado made a motion, seconded by Mr. Clark, to adjourn at 10:16 p.m. Motion carried.

Typed on October 19, 2013  
Minutes by Yaasha Wheeler  
Received and filed by:

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Cathy Fournier, Swanton Town Clerk

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Date