

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

Monday, February 2, 2015 @ 7:00 p.m.

***NOTE: The Selectboard's Regular Meeting Time
scheduled for Tuesday, February 3, 2015 was cancelled.***

Present: Dan Billado, Selectboard Chair; Joel Clark, Selectboard Vice Chair; James Guilmette and John Lavoie, Selectmen; David Jescavage, Town Administrator; Yaasha Wheeler, Secretary; Elisabeth Nance.

A. Call to Order

Mr. Billado called the meeting to order at 7:00 p.m.

B. Pledge of Allegiance

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

C. Agenda Review

Mr. Billado added "Banking Resolution" to Old Business, and "Closing Information" to Any Other Necessary Business.

D. Meeting Topics:

1. Minutes

a) January 20, 2014 SLB Regular Meeting

All requested corrections having been made, Mr. Guilmette made a motion, seconded by Mr. Lavoie, to approve the meeting minutes as presented. Motion carried.

2. Public Comments – No public comment.

3. Old Business –No Old Business.

4. Economic Development

a) Discuss Local Business Survey

Mr. Clark suggested generating a list of the businesses in Swanton town and village, with the number of employees. Mr. Billado mentioned that this information could be obtained as part of a larger questionnaire to all Swanton businesses, to gather information that the Town could find helpful in enhancing economic growth.

b) Discuss Creation of Web Page Dedicated to Local Businesses

Mr. Jescavage brought forth the idea of a directory of Swanton businesses on the Town website, with a free listing. Mr. Billado suggested adding that as part of the questionnaire: Would your business be interested in a free listing in Swanton's directory of businesses on the Town website? The Selectboard asked Mr. Jescavage to put together a questionnaire to be reviewed at the next meeting.

Mr. Clark asked Mr. Jescavage to advertise on the website the availability of the land

that was at one time intended for the Challenger Learning Center, which was “dead in the water” and which Mr. Jescavage learned had lost its nonprofit status due to failure to meet the reapplication deadline.

**c) Recap of Vermont Council on Rural Development
Community Visit**

Mr. Billado apologized that he was not able to be present at the Community Visit, and thanked Mr. Clark for representing the Selectboard in his absence and answering the questions raised by the trustees. Mr. Clark thanked Mr. Jescavage for covering the “kick-off,” and added that he felt the event was well attended, with 200 people participating in the meal at MVU. The Selectboard noted that MVU had been especially welcoming and helpful. The ideas generated at the visit would be presented on March 5, 2015, at 6:30 p.m. at the Swanton Village Complex. Mr. Jescavage was asked to send the Selectboard e-mail reminders when the follow-up visit was approaching.

5. Community Development

a) NRPC Transportation Advisory Committee Candidate

Ms. Elisabeth Nance came forward. Mr. Jescavage reminded the board that Harold Garrett currently served on the committee as Swanton’s representative, but had agreed to fill the vacancy only until a replacement could be found. Ms. Nance stated that she had been a Swanton resident for the last 3 years and worked from home. She was about to start her Master’s degree in community development, and her main area of interest was transportation. She felt that what she might lack in experience was compensated for by genuine interest in the subject, and she wished to serve her community as she could. The Selectboard suggested that she should meet with Mr. Jescavage and Mr. Garrett to discuss the possibility, and attend a committee meeting with Mr. Garrett to learn more about the committee’s business. They thanked Ms. Nance for her interest.

6. Law Enforcement

a) SW Village Police Chief Report

Chief Stell was not present. Mr. Billado said that he and Chief Stell were working together to create a spreadsheet that would show the times and areas which the town officers were patrolling. He noted that some citizens had expressed concern when they saw the police cruisers parked by the Village Complex, rather than patrolling the town, and that after he had spoken with Chief Stell, he noticed more activity in the town and village by the police department.

Mr. Jescavage stated that he had spoken with Mr. Billado about the Town office security. Chief Stell had reported multiple alarms at the office during the year of 2014, although Mr. Jescavage noted that most alarms were around the time of meetings and were probably false alarms. Only one was in the “wee hours of the morning.” Mr. Jescavage and Mr. Billado were currently the keyholders. Mr. Billado wished to continue investigating the issue.

7. Expenditures & 2015 Budget

a) General Orders (01/01/15 – 01/30/15)

Mr. Clark made a motion, seconded by Mr. Guilmette, to approve the General Orders as presented. Motion carried.

b) Highway Orders (01/01/15 – 01/30/15)

Mr. Lavoie made a motion, seconded by Mr. Clark, to approve the Highway Orders as presented. Discussion: In response to a question from Mr. Guilmette, Mr. Jescavage would find out the nature of the charge for \$750 for “Pacific CDL.” Mr. Jescavage believed it was probably drug testing. Discussion concluded. Motion carried.

c) Payroll (01/01/15 – 01/30/15)

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

8. Highway Department

a) Private Road Discussion

Mr. Jescavage stated that he had requested an engineer's report on the road prior to the public hearing to consider taking over Cedar Ledge Estates as a town road. Mr. Clark said he would like to know the year that the road had last been paved. The public hearing would be set for the February 17, 2015 Selectboard meeting.

b) Annual Certification of Highway Mileage for VTAOT

Mr. Jescavage explained that the mileage was considered by class, not by paved or unpaved. Class 2 was a road that connected adjoining towns to each other, and Class 3 was an "internal" road that did not go beyond the borders of its own town. He had questioned the state to know how the mileage was applied, and was told that the total amount of money was calculated by multiplying the town's rate by its mileage, and was based solely on class. Mr. Guilmette made a motion, seconded by Mr. Lavoie, to sign the certificate of mileage for 2015. Motion carried. It was noted that if Cedar Ledge Estates was accepted as a town road, it would need to be added to next year's mileage report.

c) General Updates

Mr. Clark reported that the plugged drain mentioned at the last meeting was now working properly.

9. Correspondence

a) Recreation Trail Paving Grant

Mr. Jescavage reported that Swanton would not receive the grant to pave the trail. He had spoken with a woman who explained the rating system and noted that Swanton was just a few towns below the line at which the funds had run out. The grant was slanted toward helping towns create new trails, but Swanton's trail was existing. However, Swanton was encouraged to apply again next year.

b) Kinney-Pike Data Breach Insurance Update

The quote requested from Kinney-Pike covered events such as a hacker stealing private information and causing harm. Mr. Clark pointed out that only the town employees had sensitive personal data stored at the town office; no citizen social security numbers were kept. The town's NEMRC system was backed up at NEMRC headquarters, and could be reinstalled in the event of a problem. After reviewing the quote, the Selectboard felt that the coverage was not necessary.

c) Others

Mr. Jescavage presented a letter from VTrans, stating that the project on Beebe Road, County Road, and South River Road was finished.

10. Any Other Necessary Business

a) Set Public Hearing for Road Naming

Mr. Jescavage explained that the road previously named Tranquility Lane in an earlier hearing needed to be re-named, because the post office had informed him that a Tranquility Lane in St. Albans already existed with a Swanton zip code. Since two roads with the same name could not share the same zip code, the developer had proposed alternate road names, of which Harvest Lane was the best choice. Mr. Lavoie made a motion, seconded by Mr. Clark, to set up the public hearing on February 17, 2015 for the road naming. Motion carried.

b) Maquam Shore Road Zoning Issue Update

Mr. Clark said that the owners of the lot in question were going to come before the Development Review Board. He would speak with Brian Monaghan, town attorney, to see whether or not it was advisable for Mr. Clark to recuse himself on DRB discussion of the application, because of his prior knowledge of the matter. Mr. Jescavage informed the board that he had received a call from a concerned neighbor. The neighbor, as required by law, would be notified of the DRB hearing on the matter.

c) Closing Information

Mr. Billado noted that he, Mr. Jescavage, and Mr. Brian Monaghan had met prior to the

Park D closing, and Mr. Monaghan had been asked to present a legal opinion on various zoning issues.

d) Any Other Business

Mr. Clark said that he would like to get a copy of the Village charter.

Mr. Billado noted that a sign designating First Street as Route 78 was an E911 violation, and would be taken care of.

Mr. Billado noted that he had spoken with Mr. Jescavage about Mr. Jescavage's schedule, noting that, sometimes because Mr. Jescavage stayed late at the office, he returned to the office late the next day. However, Mr. Billado felt it was in the best interests of the town that Mr. Jescavage should maintain a set schedule and remain available to the citizens of Swanton. Mr. Jescavage had already agreed to a schedule of 8 a.m. to 4 p.m., so Mr. Billado considered the matter settled.

e) Bank Resolution

Mr. Lavoie made a motion, seconded by Mr. Clark, to allow the town clerk, assistant town clerk, and town administrator to deposit money into the town accounts. Motion carried.

11. Public Comments (Reprise) – None.

12. Upcoming Events

- a) Tuesday, February 17, 2015 Next SLB Meeting @ 7 p.m. Town Offices
- b) Thursday, February 19, 2015 Next DRB Meeting @ 7 p.m. Town Offices
- c) Monday, February 23, 2015 Special Pre-Town Meeting Informational Meeting @ 7 p.m. in Swanton Village Complex @ 120 First Street
- d) Tuesday, March 3, 2015, Town Meeting Vote from 7 a.m. to 7 p.m. in Swanton Village Complex @ 120 First Street
- e) Wednesday, March 4, 2015 Special SLB Organizational Meeting @ 7 p.m.
- f) Thursday, March 5, 2015 @ 6:30 p.m., Vermont Council on Rural Development Follow-Up to Community Visit in Swanton Village Complex @ 120 First Street

13. Executive Session – Not needed.

E. Adjournment

Mr. Clark made a motion, seconded by Mr. Lavoie, to adjourn at 8:16 p.m. Motion carried.

Typed on February 3, 2015
Minutes by Yaasha Wheeler
Received and filed by:

Cathy Fournier, Swanton Town Clerk

Date