

**TOWN OF SWANTON
SELECTBOARD
SPECIAL ORGANIZATIONAL MEETING
MINUTES**

**Swanton Town Office Building
1 Academy Street, Swanton, VT 05488
Wednesday, March 4, 2015 @ 7:00 p.m.**

**NOTE: The Selectboard's Regular Meeting Time scheduled for 7 p.m. on
Tuesday, March 3, 2015 was cancelled because of Town Meeting.**

Present: Dan Billado, Selectboard Chair; Joel Clark, Selectboard Vice Chair; William "Turk" Thompson, John Lavoie, and James Guilmette, Selectmen; David Jescavage, Town Administrator; Cathy Fournier, Town Clerk; Harold Garrett, Road Foreman; Yaasha Wheeler, Secretary.

NOTE: All motions carried unanimously.

A. Call to Order

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

B. Pledge of Allegiance

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

C. Reorganization of Selectboard

• Nominate & Elect Chair (for a term of 03/04/15 – 03/03/16)

Mr. Clark made a motion, seconded by Mr. Lavoie, to nominate Dan Billado as Selectboard Chair. Motion carried.

• Nominate & Elect Vice Chair (for a term of 03/04/15 – 03/03/16)

Mr. Lavoie made a motion, seconded by Mr. Guilmette, to nominate Joel Clark as Selectboard Vice Chair. Motion carried.

• Nominate & Elect Clerk (for a term of 03/04/15 – 03/03/16)

Mr. Lavoie made a motion, seconded by Mr. Clark, to nominate Yaasha Wheeler as Selectboard Clerk. Motion carried.

• Establish Rules of Procedure

Mr. Guilmette made a motion, seconded by Mr. Lavoie, to conduct the public Selectboard meetings by Roberts Rules of Order. Motion carried.

• Set SLB Regular Meeting Times

Mr. Clark made a motion, seconded by Mr. Guilmette, to establish the regular Selectboard meeting times as the first and third Tuesdays of the month, at 7 p.m. Motion carried.

• Appoint SLB Task Representatives (Terms 3/4/15 to 3/3/16)

1. Highway Commissioner

Mr. Thompson made a motion, seconded by Mr. Lavoie, to nominate Mr. Joel Clark as Highway Commissioner. Motion carried.

2. Recreation Representative

Mr. Clark made a motion, seconded by Mr. Lavoie, to nominate Mr. James Guilmette as Recreation Representative. Motion carried.

3. Economic Development Representative

Mr. Thompson made a motion, seconded by Mr. Guilmette, to nominate Mr. L. John Lavoie as Economic Development Representative. Motion carried.

4. Animal Control Officer First Alternate

Mr. Clark made a motion, seconded by Mr. Lavoie, to nominate Mr. James Guilmette as Animal Control Officer First Alternate. Motion carried.

5. Animal Control Officer Second Alternate

Mr. Lavoie made a motion, seconded by Mr. Guilmette, to nominate Mr. Daniel Billado as Animal Control Officer Second Alternate. Motion carried.

6. Personnel Representative

Mr. Clark made a motion, seconded by Mr. Lavoie, to nominate Mr. William "Turk" Thompson as Personnel Representative. Motion carried.

7. Legal Representative

Mr. Clark made a motion, seconded by Mr. Guilmette, to nominate the entire Selectboard as the legal representative. Motion carried. It was noted that, for events such as closings for the sale of Town land, Mr. Billado has historically represented the Selectboard.

8. Police Commissioner

Mr. Guilmette made a motion, seconded by Mr. Lavoie, to nominate Mr. Daniel Billado as Police Commissioner. Motion carried.

• Appoint Town Officers (Terms 3/4/15 to 3/3/16)

Mr. Clark made a motion, seconded by Mr. Guilmette, to appoint each of the following people to their respective positions:

1. **Tree Warden:** David Hamlen
2. **Fire Warden:** John Barrett
3. **Animal Control Officer:** Derick Billado
4. **First Constable:** Allan Laroche
5. **Northwest Regional Planning Commission (NRPC) Representative:** Harold Garrett
6. **Northwest Regional Planning Commission (NRPC) Representative:** Ross Lavoie
7. **NRPC Transportation Advisory Committee Representative:** Harold Garrett, with Elisabeth Nance as an alternate.
Discussion: Mr. Garrett reported that Ms. Nance had attended a TAC meeting and he felt that she would do well once she was more familiar with the roads in the area.
8. **Town Service Officer:** David Jescavage. The Selectboard signed the documentation required to establish Mr. Jescavage as the Town Service Officer.
9. **Recreation Commission:** Betsy Fournier, Patti Jo Walker, Alicia Bourdeau, Joseph Raleigh, Sara Maguire, Jack Hubbard, Eugene Lavoie, Jon Nielson, and Marka Cheney

D. Meeting Topics:

1. Minutes

a) February 17, 2015 SLB Regular Meeting

b) February 23, 2015 SLB Info Meeting

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

2. Public Comments

Mr. Garrett, Mr. Clark, and Mrs. Fournier agreed to work together on the finalizing of the payment for the new truck.

3. Economic Development

Mr. Billado requested the Selectmen to bring home the Personnel and Employee Handbook, to study and to mark places for potential improvement in policy. He also reminded that the Economic Development money should be spent on fixing/enhancing the Town Office.

Mr. Clark reported that he had written a request for proposal for the intersection of Robin Hood Drive and Route 7, for the architectural design to the Town Office, and for the fence around the new garage.

Mr. Garrett suggested purchasing a strip of land at the intersection of Bushey Road and Route 207, to convert the intersection from a Y to a T. This project could be considered under economic development because the area was in the Southern Growth District.

4. Old Business – None.

5. Law Enforcement – Postponed until the next meeting.

6. Highway Department

a) Review Village Request for Installing Water Lines, Culverts, & Road Crossings in ROW of Waugh Farm Road

The Selectboard reviewed aerial photos and plans related to the project. Mr. Jescavage read a summary of the scope of the work, as noted on the right-of-way and culvert application. After discussion, the Selectboard agreed that the Village of Swanton should be given an exception and allowed to open cut Waugh Farm Road near Route 7, in order to install a 16-inch main pipe, and to bore under the road at two other locations. Mr. Clark would look at the application and add “verbiage” regarding the work to be done, and the application would be signed by Mr. Clark, Mr. Garrett, and Mr. Billado.

b) Discuss General Issues

Mr. Clark stated that Kevin Lapan’s truck had been returned, after having been repaired for an antifreeze leak. Mr. Garrett would talk with Mr. Clark about the cost of repair.

c) Discuss Any Equipment Issues

Mr. Clark wanted to know whether the new garage should be fenced on three sides or four. The backside of the garage was owned by Mr. Brian Rowell, and a portion of his land was in use (with his permission) by the road crew in storing sand. The rest of the backside of the garage was all swamp. If the Selectboard fenced the garage on all four sides, the portion of borrowed land would not be included inside the fence, and the road crew would lose its use and convenience. Since the rest of the back was all swamp, was only three sides of fencing sufficient?

Mr. Billado preferred fencing all four sides. Mr. Lavoie suggested perhaps fencing the front and two sides, then “hooking” the fence in toward the back, to stabilize the fence, but leaving the back open. After discussion, the Selectboard agreed that Mr. Clark and Mr. Garrett should speak to Mr. Rowell and see if he would be interested in allowing the Town to lease that portion of the property that the Town used.

7. Correspondence

Mr. Jescavage presented the monthly tally of wood chips. He also presented a memo from Bethany Remmers of Northwest Regional Planning Commission, in which the Swanton Village Bridge over the Missisquoi River was ranked #3 of the top 6 bridges that require repair. Mr. Garrett added that the Transportation Advisory Committee on which he sat offered the opportunity, through discussion, for him to present the bridge’s repair as a priority.

8. Any Other Necessary Business

a) Set Daytime Meeting with VTrans Consultants Regarding Future Paving Rehab of Route 7 and 78

Mr. Jescavage explained that the meeting would take approximately two hours, and that the VTrans consultants were awaiting a date set by the Selectboard. The Selectboard agreed to a meeting on Thursday, March 12, 2015 at 8 a.m. If more than three Selectmen planned to attend, the meeting would be warned as a public meeting.

9. Public Comments (Reprise) – None.

10. Upcoming Events

- a) March 5, 2015 @ 6:30 p.m., Community Visit/Part 2, Village Complex**
- b) March 8, 2015 @ 2 a.m. Daylight Savings Time Begins (Spring Ahead)**
- c) March 11, 2015 @ 7 p.m. Planning Commission**
- d) March 17, 2015 @ 7 p.m. Next Selectboard Meeting**
- e) March 20, 2015 First Day of Spring**
- f) March 28, 2015 RABIES CLINIC 10 a.m. – Noon @ Swanton Village Fire Station @ 120 First Street**

11. Executive Session (if needed) – No executive session needed.

12. Adjournment

Mr. Lavoie made a motion, seconded by Mr. Guilmette, to adjourn at 7:55 p.m. Motion carried.

Typed on March 7, 2015
Minutes by Yaasha Wheeler
Received and filed by:

Cathy Fournier, Swanton Town Clerk

Date