

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

Tuesday, September 6, 2016 @ 7:00 p.m.

Present: Joel Clark, Selectboard Chair; John Lavoie, Selectboard Vice Chair; Jeff Raleigh, Dan Billado, and James Guilmette, Selectmen; David Jescavage, Town Administrator; Cathy Fournier, Town Clerk; Heather Buczkowski, Ch. 15; Adam Paxman; Theresa O'Shea; Maurice Lamothe; Leonard Stell.

A. Call to Order

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

B. Pledge of Allegiance

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

C. Agenda Review

Mr. Jescavage added (a) CAI Contract under Community Development; (b) Pond Road Grant Agreement under Highway Departments, (c) Sign Right-of-Way Permit; and added the 6 p.m. site visit on the September 20th SLB meeting for Upcoming Events.

Mr. Lavoie added (c) Town Office Repair Review under Old Business and (d) Jonergin Drive & Brooklyn Street under Highway Department.

Mr. Clark added (d) Update on Electric Sign under Old Business and (e) Sand Update and Paving under Highway Department.

Mr. Billado added (e) Robin Hood Permit Update under Old Business and a discussion on real estate for Executive Session.

D. Meeting Topics:

1. Minutes

a) August 16, 2016 SLB Regular Meeting

b) August 24, 2016 SLB Special Meeting

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

2. Public Comments – None.

3. Law Enforcement

a) Swanton Police Monthly Report

Postponed until the chief arrived.

4. Old Business

a) Discuss Part-time Economic Development Coordinator Position

Mr. Clark stated that the Town had not received the grant that they hoped to use to fund a full-time position. Mr. Billado said that it would be difficult to do something with just

the \$31,000 the Town promised to fund the position. Mr. Lavoie was concerned that they would not get a “top-notch person” with only the money available and was in favor of waiting until next year to reapply for the grant to seek a fully-funded position that would attract a more qualified individual. Mr. Clark preferred considering building a general budget with \$31,000 for the position and going ahead to advertise for the position. Since this might come from the general budget, Mr. Guilmette wanted a vote from the taxpayers. Mr. Billado advocated starting with a part-time position with the \$31,000 and then, “if it takes off,” they could add a line item to the budget to help fund a full-time position. Mr. Clark estimated that the position would cost about \$8 per taxpayer for one year and preferred a full-time job.

Mr. Guilmette pointed out that, at some point, the position could be “self-funding” because of the money brought into the community.

Terri O’Shea was the former chair of the Economic Development Task Force and said she had investigated why they did not get the grant. She said that “we got points from the state” but the grant had failed at the federal level. She added that she had gotten hit with a “crazy tax bill” this year, but said that keeping things the way they had always been would not give Swanton what it needed. Mr. Adam Paxman strongly believed that the position was needed: “We need that one person. We need to grow. In order to grow, we need this position.” He stated that he did not believe a part-time person would work as well as a full-time person, and added that one year was not enough time to fully test the position’s capabilities.

Mr. Billado made a motion, seconded by Mr. Guilmette, to move forward with a part-time, 20-plus-hours-a-week position at \$31,000 a year, adding a line item onto the ballot for an addition \$30,000 for next year. Discussion: Mr. Billado added, “Let’s get going... We’ve been working on this for almost two years.” Mr. Jescavage would advertise the position. Mr. Lavoie was concerned that a part-time position would not attract as qualified and passionate a candidate as a full-time position, and still advocated for a full-time position. Mr. Billado was in favor of trying at a lesser cost to the taxpayers to “get a feel for it,” as less risk to the town. Discussion concluded. Mr. Raleigh, Mr. Guilmette, and Mr. Billado voted in favor. Mr. Clark and Mr. Lavoie opposed. The ayes had it.

The Selectboard would review the job description and discuss it at the September 20th meeting.

3. Law Enforcement

a) Swanton Police Monthly Report

Chief Stell came forward to present the report for August 2016. There had been 9 warnings issued and 11 traffic tickets, for a total of \$1862 in fines. They had received their grant from Government Highway Safety for movable speed limit signs, one of which would be erected on Grand Avenue near the school. They would continue to conduct speed studies throughout the spring. Mr. Clark noted that there had been five responses to an address on Rocky Ridge Drive; Chief Stell said he would look into it.

Mr. Billado asked about the status of the Rail Trail vandalism case. Chief Stell said he would report on it when he could look into the details.

Mr. Clark thanked the police for patrolling Maquam Shore Road.

4. Old Business

b) Town Office Repair

Mr. Lavoie said that he and Mr. Guilmette had met at the Town Office building and had gone through the list created by Mr. Jescavage of the items that needed repair. He handed out the report, noting that the roof repair was in the process. They had looked at the exterior painting and exterior windows, the loose antennae wire, the missing cover on the electric box, the front steps, the need for an ADA ramp in the front with a push-button, a solution for the ice and snow that fell from the roof, a breaker box that was

unlocked, adding gutters to the roof to reduce deterioration, the recommendation to cap the inactive chimney, the possibility of mounting the front sign on the building, the desire for more vents on the building.

Mr. Lavoie recommended putting together bid packages based on the repairs needed for the brick and windows, and other items, with a break-down for each item.

b) Open Bids for Repairs for Town Office Building Roof

There were two bids, one from Glen Vaillancourt and the other from Guilmette's Handyman Services. Mr. Guilmette recused himself from discussion and decisions on the bids.

Mr. Guilmette's total bid was for \$11,957.93.

Mr. Vaillancourt's total bid was for \$12,500.00.

Mr. Clark noted that Mr. Guilmette's bid included a second coat of paint and wirebrushing the entire roof; Mr. Vaillancourt's included a finish coat and wirebrushing the rusted areas. Mr. Billado noted that Mr. Vaillancourt had inspected the roof for "very little" and both were local businessmen who did excellent work. Mr. Lavoie noted that both men were "highly reputable," and pointed out that Mr. Guilmette's quote included more work overall.

Mr. Billado made a motion, seconded by Mr. Raleigh, to award the roof bid to Guilmette's Handyman Services for \$11,957.93. Motion carried unanimously, with Mr. Guilmette abstaining.

c) Update on Electric Sign

Mr. Clark said that the state had informed Mr. Beliveau, Village Manager, that there was an issue with putting the sign on the Village Green. Mr. Clark said that there was a similar sign going up in Highgate, so he was trying to get clarification on why Swanton's was possibly not allowed. He recommended not buying a sign until the situation was resolved. He would follow up with the state authorities to learn more. In the meantime, they could look into the best possibilities for the sign posts.

d) Robin Hood Drive Extension Permit Update

Mr. Jescavage read the August 19th email from Peter Cross, which said that the design was essentially complete, except for signage and stormwater, which would be completed within the next month. Once the stormwater application was in, they could submit the plans to VTrans for final approval.

5. Community Development

a) CAI Contract

Mr. Lavoie made a motion, seconded by Mr. Guilmette to approve Mr. Jescavage to sign the contract with Cartographic Associates for \$1800 for 2017. Motion carried.

6. Economic Development

a) Update on Gateway Economic Development Project

Mr. Jescavage said that, on August 30th, the committee had interviewed three different consultants and decided unanimously to award to a firm from New York, which would be doing conceptual design on the corner near the bridge where North and South River Street met. The contract would be between the firm and the Regional Planning Commission, so neither the Town nor the Village would be obligated under the contract, and there was no cost to the Town, since it was all paid for under a \$50,000 grant.

7. Highway Department

a) Updates

Mr. Clark said that the usual source for sand was not selling this year, so they were seeking another source. Also, the commencement of the paving had been moved from September 12th to September 21st.

b) Pond Road Grant Agent

Mr. Guilmette made a motion, seconded by Mr. Raleigh, to authorize Mr. Jescavage to be the agent for the Pond Road Improvement Grant. The work had to be completed by the end of 2018. Motion carried.

c) Sign Right-of-way Permit

Mr. Clark said he had signed the right-of-way permit for Vermont Gas in the absence of Mr. Garrett, the road foreman. Vermont Gas had paid for all past permits.

d) Jonergin Drive and Brooklyn Street

Mr. Lavoie said that tractor trailers often traveled down Jonergin Drive and the Selectboard was now considering fixing up Babbie Boulevard as the main truck traffic route. He recommended putting in a cul-de-sac or a turnaround between the residential area and the industrial park on Jonergin Drive. Mr. Clark liked the idea of “separating the traffic,” and said that moving forward should involve a hearing if they decided this would be a good direction.

8. Correspondence

Mr. Jescavage stated that the VLCT had a tool-kit for a candidate forum if the Selectboard wished to host such an event. Mr. Billado recalled that the Town had hosted events like that in the past with no cost to the Town. The Selectboard decided not to host a forum, but Mr. Clark requested that the information should be forwarded to the Selectboard.

Mr. Jescavage presented a newsletter from United Way for the Foster Grandparent Program.

9. Any Other Necessary Business

a) Set Date for Personnel Policy Review

Mr. Clark recommended “nailing down” a date in an October Selectboard meeting for a meeting date in the first week in November.

b) Set Date for Multi-Board Meeting

This meeting would involve the Village Trustees, Town Selectboard, Planning Commission, and Development Review Board. Mr. Paxman said he recommended multi-board meeting every six to nine months.

The Selectboard decided to meet in mid-October, either the 19th or 20th.

10. Public Comments

Mr. Paxman thanked the Selectboard on behalf of the Economic Development Task Force for moving ahead with the Economic and Community Development Coordinator. He recommended having the task force present for the interviews to “show the passion that we have.” He felt that one year was not long enough and encouraged considering a three-year commitment. “Seeds take time to grow.” Mr. Lavoie suggested that the Village could help offset some of the costs for the position as well.

11. Upcoming Events

- a) Tuesday, September 20, 2016 Site Visit @ 6 p.m. on Babbie Boulevard and Next SLB Meeting @ 7 p.m. @ Town Offices, 1 Academy Street, Swanton, VT

- b) Wednesday, September 21, 2016 Next PC Meeting @ 7 p.m. @ Town Offices, 1 Academy Street, Swanton, VT
- c) Thursday, September 22, 2016 Next DRB Meeting @ 7 p.m. @ Town Offices, 1 Academy Street, Swanton, VT
- d) Wednesday, September 28, 2016 @ 6 p.m. Special Community Forum on Vandalism @ Village Complex, 120 First Street, Swanton, VT

12. Executive Session (legal, real estate, and personnel)

Mr. Guilmette made a motion, seconded by Mr. Raleigh, to enter executive session at 9 p.m. for legal, real estate, and personnel, citing that premature public knowledge of the items under consideration would put the Town and/or individuals at a substantial disadvantage. Motion carried.

Mr. Lavoie made a motion, seconded by Mr. Guilmette, to exit executive session at 9:26 p.m. Motion carried. No action taken.

E. Adjournment

Mr. Lavoie made a motion, seconded by Mr. Billado, to adjourn at 9:27 p.m. Motion carried.

Received and filed by:

Cathy Fournier, Swanton Town Clerk

Date