**TOWN OF SWANTON**

**DRAFT MINUTES**

**SELECTBOARD MEETING**

**Swanton Town Office**

**1 Academy St., Swanton, VT 05488**

***Tuesday, April 4, 2017 @ 7:00 pm***

Present: Joel Clark, Chair; James Guilmette, Vice Chair; Mr. Lavoie, Mr. Billado, Selectboard; Chris Leach and Adam Paxman, Village Trustees; Reg Beliveau; Village Manager; David Jescavage, Town Administrator; Cathy Fournier, Town Clerk/Treasurer; Elisabeth Nance, Town Administrative Assistant; Peter Cross, Cross Consulting Engineers; Tom Benton, St. Albans Messenger; Heather Butkowski, videographer.

1. **Call to Order** – The quarterly finance meeting, originally scheduled for 6:30 p.m., was cancelled due to a lack of a quorum and rescheduled for 6:30 p.m. on April 18, 2017 in the Town Offices.

Chair Clark called the Selectboard meeting to order at 7:00 pm; Mr. Leach opened joint meeting at 7:00 pm.

1. **Pledge of Allegiance** – Chair Clark led those present in the Pledge of Allegiance.
2. **Agenda Review** – Ms. Fournier added liquor license renewals via the Liquor Control Commission to Economic Development section, and delinquent dog license letter under Correspondence. Chair Clark added an update to the Swanton Wind LLC application under Old Business. Mr. Guilmette requested the Chittenden County Humane Society (now called Franklin County Rescue) contract be moved to Executive Session. Mr. Jescavage added real estate to Executive Session. Mr. Billado reported that Chief Stell is out of town and requested Mr. Jescavage move the Law Enforcement report to the next meeting.
3. **Meeting Topics**:
	* + 1. Minutes – Mr. Guilmette made a motion, seconded by Mr. Lavoie, to approve minutes as written. Mr. Billado noted that changes had been requested and made, and were reflected on the minutes provided at the meeting. Motion carried.
			2. Public Comments – none
			3. Law Enforcement – moved to next meeting
			4. Selectboard/Board of Trustees Joint Meeting
4. Sidewalk Scoping Study – Mr. Cross of Cross Consulting Engineers provided highlights of draft final report regarding two proposed sidewalk projects: 1) VT Route 78 from Maplefields Mobil station to Missisquoi Valley Union Middle/High School; and 2) South River St. The total cost of First St/VT Route 78 is estimated at $933,404 and the South River St is estimated at $780,849 which does not include any right-of-way acquisition. Mr. Cross believes the tentative timeline, based on both being VTrans-funded projects, puts construction in 2021 but it may be longer than that.

Mr. Cross asked if the Village and Town might want to add to the proposal the section of sidewalk in front of McDonalds, which is in poor condition. It was decided to treat this as a separate project that does not need permitting and may be done prior to commencement of larger project.

 Chair Clark asked whether these types of projects are a funding priority with VTrans. Mr. Cross indicated that sidewalks are a popular program and a number of municipalities are in various stages of similar projects.

The next step is to present final report, which will be provided to Mr. Jescavage for distribution. Once the report has been completed Swanton would then contact the state regarding funding opportunities, whether the projects are done in tandem or separately. Chair Clark suggested South River be done as a joint project, much of which can be done in-house. South River would be a quicker “win” while VT Route 78 was working its way through the process.

1. Electronic Sign – Chair Clark drew everyone’s attention to the initial protocol provided in the agenda packet as a discussion starting point. Mr. Paxman wanted to stress the need for policy uniformity between both town and village. The protocol specifies that the sign is reserved for use by the Town, Village, and non-profits/organizations whose message is for the benefit of the community of Swanton, and is intended to notify the public of upcoming events or community announcements. It is not intended to advertise events such as garage/estate sales; Mr. Beliveau reminded those present that there is an ordinance against such signs in the park.

It was noted that the sign has had a positive impact on Historical Society events, as an example. Some suggestions were offered, such as using more abbreviations and providing character counts, as effective messaging guidelines for those wanting to use sign.

Mr. Jescavage will include Village meeting announcements on the sign.

1. Zoning Administrator – Mr. Guilmette made motion, seconded by Mr. Lavoie, to pass resolution as written to appoint Amy Giroux as Zoning Administrator until April 4, 2020. Motion carried.
2. Development Review Board (DRB) – Mr. Billado made motion, seconded by Mr. Lavoie, to appoint Harold Garrett to the DRB for the term to expire June 30, 2017 to fill vacancy created by appointment of Amy Giroux as Zoning Administrator. Motion carried. Chair Clark mentioned upcoming and potential vacancies on both the DRB and the Planning Commission. Mr. Beliveau expressed interest in filling Ms. Hill’s term on the DRB when that becomes vacant at the end of June.
3. Source Protection for the Village water system – Chair Clark received a letter from Brian Bishop stressing the need to be cognizant of the location of the Village water intake location and the surrounding source protection area, and for landowners to be good stewards.

Mr. Billado, as Health Officer, received a letter regarding boat spills like oil/gas that affect the water treatment plant.

1. Fire Department Coin Drop liability insurance – Mr. Jescavage received a phone call from the fire department’s women’s auxiliary requesting the Town put them on the insurance to cover the coin drop. Doing so would make them eligible to be covered by the Town’s workers’ compensation which is a significant amount of money. It is a Village issue and the request had already been addressed by the Fire Department. Any further response would come from the Village.
2. Chamber of Commerce (Swanton Community) Memorial Day Parade – Previous parades have been covered as a rider through private insurance. Because it is a community event, being organized through the Chamber, the Town should have ownership, which would likely mean it is covered under the Town’s insurance. Mr. Jescavage will contact PACIF to verify this is the case.
3. Chair Clark, without objection, moved the Swanton Wind LLC discussion from Old Business. Chair Clark reported that he had attended a meeting at the Town lawyer’s office with several others (Northwest Regional Planning Commission, Department of Public Service, among others) to discuss the wind project and felt that it was an instructive and informative meeting. He was reassured that the State was bringing in experts to review potential risks. Mr. Leach was concerned that the economics of such projects seem to lack priority, specifically the affect these projects can have on municipal utility rates. Chair Clark assured Mr. Leach that, although those attending the meeting were more versed in other issues, the economics was still a priority.

Mr. Leach moved out of joint meeting at 8:30 pm; the Selectboard continued with regular meeting.

* + - 1. Old Business
1. Library – Per PACIF and VLCT libraries and museums can have alcohol on site as part of an event that benefits the entity but someone at the event must be trained and present at the event otherwise a caterer would have to be hired to serve. Library trustees have authority to hold events but because it is town insurance there should be some discussion between the Library Trustees and the Town.
2. Chittenden County Humane Society (Franklin County Rescue) – moved to Executive Session.
3. Hazardous Waste collection – will be held May 20th from 8:00 am – 2:00 pm. Mr. Jescavage will provide pricing information once he has it.
	* + 1. Community & Economic Development
4. Conference – Chair Clark and Mr. Jescavage reported on the Economic Development workshop they had recently attended. Both felt the workshop was informative but came away with the understanding that municipalities would need to be the driving forces of their own economic development. Part of that strategy meant getting young people involved in their communities through a young leaders program. Square footage costs were shown as a barrier to redevelopment and needs to be addresses as well.
5. Liquor Control Commission – Mr. Guilmette made a motion, seconded by Mr. Lavoie, to exit the Selectboard meeting and enter Liquor Control Commission at 8:40 pm. Mr. Guilmette made a motion, seconded by Mr. Lavoie, to approve liquor licenses. Motion carried. Mr. Guilmette made a motion, seconded by Mr. Lavoie, to exit Liquor Control Commission and enter Selectboard meeting at 8:42. Motion carried.
6. Highway – Chair Clark reported that the Town is getting bids on wall stabilizers and pilasters for lean-to bids in salt/sand shed, and informed the Selectboard that the paving bids are going out early. Lastly, the Highway Department is using the mild weather to do truck maintenance and paint plows.
7. Correspondence – Mr. Guilmette read delinquent dog license letter other members that would request an update on ownership or spur license renewal by May 12th. Mr. Lavoie made motion, seconded by Mr. Guilmette, to accept letter,. Motion carried.

Mr. Jescavage updated the Selectboard on Lake Street/Maquam Shore bike lane scoping grant, specifically that the grant cannot be extended. Future money of this type will go to lake clean-up instead. Based on comparison of projects reported on in the presentation earlier the cost would be likely higher than that. Mr. Billado and Mr. Guilmette would like to finish some projects before starting anything new. Chair Clark made motion, seconded by Mr. Guilmette, to decline grant but let the state know that the Town is interested in future grant opportunity for this project. Motion carried.

Mr. Jescavage reported that, per Vtrans, in our region Swanton ranks 30 out of 34 towns in class 2 paving grants and 24 out of 34 on highway structures, based on monies received. Since 2008 Swanton has received $703,147 for highway structures and $358,892 for paving.

Mr. Garrett will be directed to contact Montgomery regarding culverts that have been sitting apparently used.

Mr. Jescavage reported that FEMA is holding workshop on April 24, 2017 in Enosburg on new risk map program to help avoid flooding on April 24. Mr. Jescavage will try to attend.

1. Any other necessary – Vacancies were discussed in joint session so Chair Clark promoted this again.
2. Public comments Part 2 – none
3. Upcoming events
	1. Friday, April 14, 2017, Good Friday, Town Offices & Operations Closed
	2. Tuesday, April 18, 2017 @ 7 p.m., Next Selectboard Meeting, Town, Offices, Academy Street proceeded by Finance meeting at 6:30 pm
	3. Wednesday, April 19, 2017 @ 7 p.m., Planning Commission, Town Offices, 1 Academy Street
	4. Thursday, April 27, 2017 @ 7 p.m., DRB Meeting, Town Offices, 1 Academy Street
4. Executive Session - Mr. Guilmette motion at 9:01 pm, seconded by Mr. Lavoie, to enter Executive Session. Motion carried.

Mr. Billado made a motion, seconded by Mr. Guilmette, to exit executive session at 9:30 p.m. Motion approved.

Action taken: Mr. Billado made a motion, seconded by Mr. Guilmette, to approve the contract with Chittenden County Humane Society for 2017. Motion approved.

1. **Adjournment** – Mr. Billado made a motion, seconded by John Lavoie, to adjourn the meeting at 9:32 p.m. Motion approved.