**TOWN OF SWANTON**

**DRAFT MINUTES**

**SELECTBOARD MEETING**

**Swanton Town Office**

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

***Tuesday, April 18, 2017 @ 7:00 pm***

Present: Joel Clark, Chair; James Guilmette, Vice Chair; Daniel Billado, Jeff Raleigh, Selectboard; David Jescavage, Town Administrator; Elisabeth Nance, Town Administrative Assistant; Chief Leonard Stell, Swanton Village Police Department; Harold Garrett, Highway Department; Derrick Billado, Animal Control Officer; Heather Buczkowski, videographer; Michael Monte, Champlain Housing Trust; Sarah Martin, Cooperative Development Institute; Henry Benedict, Bruce Snider, and Ashley Minor, Bushey Road Mobile Home Park.

1. **Call to Order** – Chair Clark called the Selectboard meeting to order at 7:00 pm.
2. **Pledge of Allegiance** – Chair Clark led those present in the Pledge of Allegiance.
3. **Agenda Review**
	* + 1. Highway Department - Chair Clark and Mr. Jescavage added truck painting bids.
			2. Any Other Necessary Business – Mr. Raleigh added a Swanton Recreation update, Mr. Jescavage added a request to put an event on the electronic sign, and Chair Clark added the need to update the open burn/solid waste ordinance;
			3. Executive Session - Mr. Jescavage added contract and real estate, and Chair Clark added personnel and a legal update.
4. **Meeting Topics**:
	* + 1. Minutes – Mr. Guilmette made a motion, seconded by Mr. Billado, to approve minutes as written. Ms. Nance noted that a correction had been made to the spelling of Heather Buczkowski’s name and was reflected on the minutes provided at the meeting. Motion carried.
			2. Public Comments – none
			3. Law Enforcement
				1. Chief Stell provided highlights to his written report, including a wide variety of calls totaling 44 incidents in March.
				2. With the milder weather, the department has restarted speed surveys – first being on South River St. in the area of the train depot. The highest percentage of excessive speed, 85% of the drivers averaging 42 mph in a posted 30 mph zone, occurred between 1:00 p.m. and 5:00 p.m. Aggressive driving funds start June 1, 2017, which will allow department to target speeding and other traffic issues. The department has two methods to count cars and traffic enabling them to target both the village and the town each week.
				3. Mr. Guilmette reported a complaint about excessive speed on Bushey Rd. Chief Stell believes speed survey is on Bushey Rd going one direction right now; if not it will be by next week and will monitor traffic in both directions.
				4. Mr. Guilmette also mentioned Hazard Rd as a concern given it seems to be a favorite hang-out with the better weather.
				5. Mr. Billado asked about the rail trail check being $100 but Chief Stell reported that check was for the spray paint in only one spot and did not cover sign damage.
				6. Mr. Billado relayed a question from the community on Kellogg Rd about mud season ordinance for posting weight. Mr. Billado asked Mr. Jescavage to have this ready for next year since it is too late for this mud season. Mr. Guilmette asked why we no longer post. Harold replied that the decision was made to stop posting since most of the major roads are paved and doing so would force people to go around.
				7. Mr. Billado asked about coverage on Friday, Saturday, and Sunday evenings between 5:00 pm and 7:00 pm because the schedule indicated only one person covering both the Town and the Village. Chief Stell stated his coverage duties are not included on the schedule but as requested he will review the schedule to make sure there is adequate coverage.
				8. Mr. Billado reported a request from Wheeler Round resident to lower speed limit because of safety concerns regarding the resident’s daughter riding her bike. Chief Stell will put up speed spy to get average speed because his thought is that cars are not actually getting up to the posted speed and that the perception is that cars are travelling faster than they are. Chief Stell offered to meet with resident as well after using speed spy.
			4. Animal Control – ACO Billado reported calls of roaming dogs, including one on Spring St. which he cannot locate. There continue to be calls regarding cats as well. There are currently no dogs impounded.
			5. Liquor Control Commission – Mr. Billado made a motion at 8:02 pm, seconded by Mr. Guilmette, to exit the Selectboard meeting and enter the Liquor Control Commission. Motion carried.

Mr. Guilmette made a motion, seconded by Mr. Raleigh, to approve liquor license requests. Motion carried.

Mr. Guilmette made a motion at 8:04 pm, seconded by Mr. Raleigh, to exit the Liquor Control Commission and return to Selectboard meeting. Motion carried.

* + - 1. Old Business
				1. Sunset Terrace Mobile Home Park Subordination Agreement

Michael Monte from Champlain Housing Trust came before the Selectboard on behalf of the Sunset Terrace Mobile Home Park because they are seeking to get a new federal loan, which must to be repaid before any other outstanding loans, which is why this matter is before the Selectboard. Mr. Monte stated that if they do not get the funding the park will have to close. The funding is meant to address several health issues, notably water quality. Mr. Billado, as Health Officer, is familiar with the situation and noted for the Selectboard that the issues affect quality of drinking water and other every day usage needs.

Discussion centered on the nature of the original loan and any payback considerations. Mr. Monte related to the Selectboard the process through which these types of grants/loans are typically disbursed. Chair Clark’s concern is whether the money will come back to the Town. The original loan was a federal loan in the amount of $185,000, which by state regulation was disbursed to Swanton who then passed those funds to the park.

A legal opinion was available to the Board for its review. Mr. Billado made motion at 7:30 pm, seconded by Mr. Raleigh, to go into Executive Session for contracts. Mr. Guilmette made a motion at 7:34 pm, seconded by Mr. Raleigh, to exit Executive Session. Motion carried.

Mr. Guilmette made motion, seconded by Mr. Raleigh, to agree to subordinate the rural development loan to Champlain Housing Trust for the property at Sunset Terrace Mobile Home Park. Mr. Billado asked Mr. Monte that if the Town does this that the park will be able to get the work done to which Mr. Monte replied in the affirmative. Motion carried.

* + - * 1. Bushey Road Mobile Home Park Grant Application Request

Ms. Martin of the Cooperative Development Institute, and residents of Homestead Acres, came before the Selectboard on behalf of the park. Ms. Martin’s agency works with mobile home park residents to buy parks to run as cooperatives. This park is a 30-unit with a 4-bedroom house on the property.

The park has a water/septic infrastructure project that one estimate projects to take $200,000-300,000 to complete. Potential funders include USDA rural development, the Agency of Natural Resources clean water revolving loan fund, and the Vermont Housing Conservation Board. Ms. Martin believes, however, that the Vermont Community Development Program is the likeliest funding source, which would require the town’s sponsorship meaning that it would be responsible for distributing the funds, a task expected to cost $7,000-10,000 in administrative fees for which the town would be reimbursed through the grant. None of the other funding options requires any action by the town.

Discussion concerned the amount of the projected cost as well as the fees potentially incurred by the town. Ms. Martin reassured the Selectboard that no fees would be required until funding had been secured and then that money would be reimbursed as part of the funding received. Additionally, any money not needed to complete the project would be returned.

Mr. Billado made a motion, seconded by Mr. Guilmette, that the town supports the grant application in concept. Motion carried.

Mr. Billado made a motion, seconded by Mr. Guilmette, that Mr. Jescavage handle paperwork on behalf of the Selectboard. Motion carried.

* + - 1. Community & Economic Development
1. Statewide Parcel Mapping Project Update – Mr. Jescavage gave update on workshop he had attended. Mapping work will start in June with the long-term goal being to provide every town with digitalized maps. Swanton will be in first round (this year). The Listers, Clerks, and Mr. Jescavage have a meeting on Monday, April 24, to discuss what Swanton would like to see included in the contract. Selectboard would approve contract in June.
2. Memorial Day Parade Insurance Update – Mr. Jescavage reported PACIF/VLTC confirmed the town could sponsor the parade thereby covering volunteers once each has completed necessary paperwork. PACIF will send these forms to Mr. Jescavage who will then make them available. To that end, Chair Clark stated that there is a Memorial Day Parade meeting on April 27th where he could begin to get forms signed.
3. Memorial Day Town Banner – Chair Clark suggested the verbiage should read “Swanton will never forget those who gave the ultimate sacrifice.”
	* + 1. Expenditures
4. General Orders – Mr. Billado made motion, seconded by Mr. Guilmette, to approve March 22, 2017 – April 18, 2017 General Orders as printed. Motion carried.
5. Highway Orders – Mr. Raleigh made motion, seconded by Mr. Guilmette, to approve March 22, 2017 – April 18, 2017 Highway Orders as printed. Motion carried.
6. Payroll – Mr. Guilmette made motion, seconded by Mr. Billado, to approve March 22, 2017 – April 18, 2017 Payroll as printed. Motion carried.
	* + 1. Highway Department
7. Sand & Salt Shed Bid Openings – Chair Clark noted for the record that this was a public bidding process that had garnered informal interest but resulted in one sealed, written bid. The work to be performed included putting in eleven pilasters to add support to existing sand/salt shed walls and to put in seven piers before building lean-to. This bid was from D Tatro Construction LLC. in the amount of $29,750. Separately, to place and finish the seven piers would be $6,600. Excludes groundwater, cement testing, and concrete pumping, if needed but includes drilling. Clarification is needed before a decision can be made, specifically on pumping cost.
8. Truck painting bid – Tdi Repair bid $1,854.95 to sand and prep the body, paint the body maroon, and paint the box. There is a second bid from Vaillancourt Repairs LLC bid is $2,063.50 but not does list sand or prep work. Chair Clark also had a telephone conversation with Aaron at Tdi who stated his company would sandblast and paint from the cab back, including frame and body for $4,500. Chair Clark stated the Selectboard needs additional information on what each written bid cover in terms of parts of truck by Tdi and prep work by Vaillancourt. Chair Clark and Mr. Garrett will get additional information.
9. Sand & Salt Use Update

Harold reported his department believes they are done with sand and salt for the season; have taken the plows and wings off of the trucks. There is still sand in the shed.

Mr. Guilmette wanted to let Selectboard know that Highway folks did a nice job with the office area.

Chair Clark and Mr. Garrett met Ryan Charbonneau and looked at the pit. Mr. Charbonneau was very cooperative, and the parties will do joint work on ditch including tree removal.

1. Other updates

Mr. Garrett got call from Grand Ave. resident about digging ditch due to water in her cellar. Mr. Billado stated that much of this can be attributed to the time of year but Chair Clark and Mr. Garrett will survey the area to address the resident’s concern.

Water on Grand Ave is gone and the pipes are scheduled to be cleaned next week. There was general discussion about condition of pipes along Grand Ave in the Bushey St. area. Pumping and cleaning will continue as necessary, and Chair Clark and Mr. Garrett will look at area(s) of concern.

Mr. Garrett will have Brian work on the parking lot and lawn areas behind the Town Offices.

Gorman has some equipment up in the yard in preparation for I-89 road work, which was to start on April 18 but the state had not given approval to put signs up.

Roads in the area of Country Club Estates, Sugar Maple Drive, and Mountain View area have been swept.

Put up old dump for bid with a minimum bid of $1500 or OBO. Mr. Jescavage was directed to put the old dump truck up for sale with a minimum bid of $1,500 or OBO through VLTC, Craig’s List, and Town website.

Mr. Guilmette reported a large pothole on Woods Hill Rd.

* + - 1. Correspondence - None
			2. Any Other Necessary Business
				1. Electronic Sign – Mr. Jescavage presented a request to put a notice of an American Cancer Society fundraiser being held on May 6, 2017 on the electronic sign. Concerns were raised that the request went beyond the intended purpose of the sign but it was noted that this type of fundraiser potentially benefits community members affected by a cancer diagnosis.

Mr. Billado made a motion, seconded by Mr. Guilmette, to have benefit verbiage included on the sign for 48-72 hours prior to event. Motion carried.

* + - * 1. Swanton Recreation – Mr. Raleigh reported that the high school coach approached the recreation department about starting a junior high (7-8 grade) football program, which it has agreed to do. There is $2,000 in grant funds available to cover costs, meaning the town bears no expense for the program. Participants will pay nominal fee.
				2. Open Burn & Solid Waste Ordinance – Chair Clark requested that Mr. Jescavage survey similar ordinances for other towns to see if Swanton needs to update its ordinance given that it was written in 2000.
			1. Public Comments (Reprise) - None
			2. Upcoming Events
1. Wednesday, April 19, 2017 @ 7 p.m., Planning Commission Meeting, Town Offices, 1 Academy Street
2. Thursday, April 27, 2017 @ 7 p.m., Development Review Board Meeting, Town Offices, 1 Academy Street
3. Tuesday, May 2, 2017 @ 7 p.m., Selectboard Meeting, Town Offices, 1 Academy Street; finance meeting will be May 16th at 6:30 pm

d. Saturday, May 20, 2017 @ 8 a.m.-2 p.m., Household Hazardous Waste Collection Day, Town Garage Complex, 221 First Street

* + - 1. Executive Session – Mr. Guilmette made a motion at 8:54 p.m., seconded by Mr. Raleigh, to enter Executive Session to discuss contract, real estate, personnel, legal matters, and any issues that clearly place the public body or a person involved at a substantial disadvantage. Motion carried.

Mr. Guilmette made a motion, seconded by Mr. Billado, to exit Executive Session at 9:22 p.m. Motion Carried.

The Selectboard directed Mr. Jescavage to talk with Rene Fournier regarding the parcel.

1. **Adjournment** – Mr. Guilmette made a motion, seconded by Mr. Raleigh, to adjourn the meeting at 9:24 p.m. Motion approved.