

TOWN OF SWANTON
SELECTBOARD MEETING
DRAFT MINUTES
Swanton Town Office Building
1 Academy Street, Swanton, VT 05488
Tuesday, December 5, 2017 @ 7:00 p.m.

Present: Joel Clark, Chair; James Guilmette, Vice Chair; Daniel Billado; Jeffery Raleigh, Members; David Jescavage, Town Administrator; Elisabeth Nance, Administrative Assistant; Jim Pratt, Amy Giroux, Listers Office; Kevin Lapan, Harold Garrett, Highway Department; Lynn Billado, Josh Ramsdell, Laurie Rossi, Keith Ploof, MVR; Eric Peterson, Vermont Adult Learning; Tim Smith, FCIDC; Heather Buczkowski, Videographer; Bill Cheney

- A. Call to Order – Chair Clark called the meeting to order at 7:00 p.m.
- B. Pledge of Allegiance – Chair Clark led those present in the Pledge of Allegiance.
- C. Agenda Review
 - 1. Law Enforcement – Mr. Billado requested Chief Stell’s monthly report be tabled until the December 19 meeting
 - 2. Old Business
 - a. Mr. Jescavage noted Wind Shared Legal Fee Update has been added
 - b. Chair Clark asked to add “community center” wording to Teen Center Committee update
 - c. Chair Clark added Swanton Wind Celebration communication
 - 3. Community and Economic Development – Mr. Jescavage noted Real Estate discussion (Executive Session) was added at the request of Tim Smith.
 - 4. Highway Department – Mr. Guilmette asked to add a discussion on the speed limits on Russell Rd. and Woods Hill Rd.
 - 5. Correspondence – Mr. Jescavage highlighted a new funding request from Vermont Adult Learning
 - 6. Chair Clark expanded Executive Session to include personnel issues and a discussion on a Development Review Board (DRB) replacement
- D. Meeting Topics:
 - 1. Minutes – November 21, 2017 Selectboard Regular Meeting – Mr. Guilmette made a motion, seconded by Mr. Raleigh, to approve the November 21, 2017 minutes as written. Motion carried.
 - 2. Public Comments - None
 - 3. Law Enforcement – Swanton Police Chief Monthly Report – tabled until December 19, 2017 Selectboard meeting
 - 4. Old Business
 - a) Listers Office (Executive Session – Personnel)
Mr. Billado made a motion at 7:06 p.m., seconded by Mr. Raleigh, to enter Executive Session to discuss personnel issues that premature general public knowledge of would clearly place the public body or a person involved at a substantial disadvantage.

Mr. Billado made a motion at 7:19 p.m., seconded by Mr. Guilmette, to exit Executive Session.

No action taken.

- b) Teen Center Committee Update – Ms. Nance provided an update on the teen center meeting held on December 4th informing the Selectboard the focus will be on moving the teen center; the discussion on expanding the teen center into a community center is something residents will be able to have at length in the coming months. Various funding opportunities were discussed including banks and the Vermont Community Foundation. The next meeting will be on December 18 at 3:00 p.m. in the Village Complex.

Mr. Guilmette updated the Selectboard on his conversation with Mr. Hubbard who wants to talk with the Planning Commission.

- c) Discussion of Modification of Highway Garage Loan with Peoples Trust Co. – Chair Clark gave a brief history of the loan, noting the town has not been able to sell the Fourth St. property, which would have resulted in a principal reduction. Chair Clark related Cathy Fournier, Town Clerk, believes the Selectboard needs to modify the loan to reflect a payment based on the budget. Doing so will decrease the monthly payment from \$58,674.65 to \$44,247.79. Chair Clark would ask to build the difference into the Highway Department so the taxpayers are not asked for additional funds. Chair Clark and Mr. Billado would like to pay down the loan at the beginning.

Mr. Guilmette made a motion, seconded by Mr. Raleigh, to modify the loan to adjust the principal and interest payment to reflect the principal reduction applied from the sale of Industrial Park D. Mr. Billado noted that the Town will not have to scramble to cover the loan any longer because of the reduction in monthly payments. Motion carried.

- d) Discussion of Renewal of Line of Credit with Peoples Trust Company – Mr. Jescavage informed the Selectboard this is a yearly renewal request. Mr. Raleigh made the motion, seconded by Mr. Guilmette, to renew the line of credit of \$500,000 from Peoples Trust Co.
- e) AFLAC insurance update – Mr. Jescavage gave the Selectboard an update on the December 4th meeting between Highway Department employees and AFLAC representatives, adding town office personnel are meeting with AFLAC on December 7th.

Mr. Lapan asked if the Town would be willing to pay some portion of the premiums. Chair Clark suggested the Highway Department put a formal request in writing. Mr. Garrett stated they calculated it would cost an additional \$600 per year for supplemental accident insurance for the four members of the Highway Department if the town paid half of the premiums. Chair Clark noted any benefit offered to the Highway Department would be offered to all Town personnel.

- f) Wind Shared Legal Fees Update – Mr. Jescavage pointed the Selectboard to the email he received from Carrie Johnson, St. Albans Town Manager, informing him the St. Albans Town Selectboard voted to stop paying for all future legal costs related to the Swanton Wind project, although St. Albans Town will honor any invoices that come in for services done prior to December 5th. Chair Clark asked Mr. Jescavage to draft a letter to Fairfield and St. Albans thanking each for their support.

Chair Clark mentioned communication he had received announcing an upcoming gathering next week as a “celebration” noting that he wants to be careful with that designation because there are Swanton residents on both sides of the issue. Chair Clark stated his reason for mentioning it is to ask for confirmation that multiple members of the Selectboard can attend without violating open meeting laws, to which Mr. Jescavage confirmed that social events are exempt.

5. 2018 Budgets Review

- a) Proposed 2018 MVR Budget – Mr. Ramsdell, Ms. Billado, and Ms. Rossi came before the Selectboard with the MVR proposed 2018 budget. The proposed budget is 3% less than the 2017 budget, for which the actual money spent is 4% less than budgeted. Mr. Billado noted some line items increase as those costs increase year over year.

Mr. Billado asked about building maintenance given it is a village building. Ms. Billado stated that MVR has special needs, such as paint, that increase the cost of supplies and maintenance. Ms. Billado also noted that MVR sold the trailer that served as sleeping quarters and is putting new quarter closer to the Complex.

Ms. Rossi clarified MVR obtained a lease to own the new ambulance.

Ms. Billado informed the Selectboard now has a paramedic with two in various stages of training toward becoming paramedics. More generally all staff is moving up in their training.

- b) Fire Department Budget Postponed to 12/19 SLB Meeting

Chair Clark asked Mr. Jescavage to provide a list of those agencies for which the Selectboard budgets.

6. Community & Economic Development

- a) Economic Development Coordinator Updates – Ms. Nance presented the Vermont Council on Rural Development (VCRD) Climate Economy Model Communities Program to the Selectboard as a prelude to asking the members to sign a letter of support. This would be a Swanton Enhancement Project (SEP) led project that acts much as the 2015 VCRD Community Visit, with an emphasis on energy efficiency and other energy-related topics. Ms. Nance stated the SEP believes, as does VCRD, that this gives Swanton the opportunity to further advance those priorities identified during the Community Visit as well as allow residents to work on some of the issues identified as lower priority. These priorities include improving the energy efficiency of Swanton businesses and residences, and highlighting that Swanton has one of the state's cheapest electricity rates and is renewable. Mr. Raleigh made a motion, seconded by Mr. Guilmette, to approve the letter of support as drafted.
- b) Road Renaming Request – Chair Clark asked that the Selectboard take this item up at the December 19 meeting when he would be able to provide the information.
- c) Corporal Lord Commemoration – Chair Clark gave a brief history of Corporal Leonard A. Lord, a Swanton resident who was the first Vermonter to die in World War I. April 2018 marks the 100th Anniversary of his death, an event the Governor's office and other officials are working to commemorate.
- d) Exit 21 Traffic Study Update – Mr. Jescavage stated he had contacted Bethany Remmers at NRPC and Jim Cota at VTrans who are researching what would need to be done to get a traffic study at the exit ramp. Mr. Jescavage also asked Mr. Cota whether the Highway Department could install the sidewalk along First St. under the interstate between Maplefields and MVU. Mr. Cota will research that as well. Mr. Billado asked Mr. Jescavage to update Mr. Leach, Village Trustee, on the sidewalk issue.
- e) Discuss Local Update Census Addresses (LUCA) Program – Mr. Jescavage informed the Board of a pre-census survey that will give the town the opportunity to reconcile the Census address list with actual residential addresses. Mr. Jescavage believes it is the town's best interest to have an up-to-date address list in part because federal funds for infrastructure, programs, and services rely on census data. There is no fee for this program beyond the time spent by officials reconciling the lists. Mr. Guilmette made a motion, seconded by Mr. Raleigh, to apply to the LUCA census program
- f) Real Estate Discussion (Executive Session) – combined with other issues to be discussed in

Executive Session once agenda is complete.

7. Highway Department – Updates (if needed) – Mr. Garrett informed the Selectboard he had met with Jim Smith who recommended Tyler Billingsley, East Engineering, for work the box culvert on South River St which would be covered in part by grant funds. Mr. Billingsley provided a proposal which Mr. Garrett presented to the Selectboard. Chair Clark would like to discuss the proposal further in Executive Session.

Russell Rd and Woods Hill Rd speed limits – Mr. Guilmette asked why there are 2 speed limits on each. Mr. Garrett believes Woods Hills is due to population pockets and Russell Rd has just always been that way. Mr. Billado noted traffic surveys often dictate speed limits.

8. Correspondence

Mr. Jescavage let the Selectboard know he had received a funding request from Vermont Adult Learning and because all first-time requests require the agency or individual come before the Selectboard he had included the request on tonight's agenda.

Eric Peterson came before the Selectboard asking for an appropriation of \$400. He informed the Selectboard Vermont Adult Learning (VAL) provides adult literacy programs for residents of Franklin and Grand Isle counties. During the last fiscal year 201 Franklin County residents went through the program and, of those, 57 received a high school diploma. Mr. Peterson noted 31 Swanton residents went through the program, many through a partnership with the Abenaki Self-Help Association.

Chair Clark asked how long VAL has been around; Mr. Peterson believes it has been around at least 10 years. Most of its funding comes through the US Department of Labor and through High School Completion Act funds available through the Vermont Department of Education. Mr. Peterson stated VAL has made funding requests from other communities but this is the first he is aware of from Swanton; one of his goals is to do increased community outreach. Mr. Billado clarified the process to Mr. Peterson through which the voters would approve the request. Mr. Smith noted the ongoing discussion about workforce development and that adult learning is an important tool for meeting this challenge, and informed the Selectboard Mr. Peterson has had an impact in the six months he has been Regional Manager.

9. Any Other Necessary Business – Chair Clark passed along kudos he heard regarding the handling of permits in the Zoning Office by Mr. Jescavage and Ms. Giroux so Chair Clark thanked both for their efforts.
10. Public Comments (Reprise) – None
11. Upcoming Events

- a. Thursday, December 7, 2017, Pearl Harbor Day Remembrance
- b. Planning Commission December Meeting Cancelled
- c. Thursday, December 14, 2017 @ 7 p.m., Development Review Board Meeting, Town Offices, I Academy Street
- d. Tuesday, December 19, 2017 @ 7 p.m., Next Selectboard Meeting, Town Offices, 1 Academy Street

Ms. Nance noted Operation Happiness, accepting non-perishable food items, runs through December 13th.

12. Executive Session (if needed)

Mr. Guilmette made a motion at 8:19 p.m., seconded by Mr. Raleigh, to enter Executive Session to discuss real estate, personnel, legal, and contract issues that premature general public knowledge of would clearly place the public body or a person involved at a substantial disadvantage.

Mr. Guilmette made a motion at 9:06 p.m., seconded by Mr. Raleigh, to exit Executive Session.

Action taken: Mr. Guilmette made a motion, seconded by Mr. Billado, to approve a contract with East Engineering for up to \$8,000.00 to design the concrete culvert project for South River Street. Motion carried. Mr. Guilmette made a motion, seconded by Mr. Billado, to delegate Mr. Jescavage to sign the contract. Motion carried.

- E. Adjournment – Mr. Guilmette made a motion at 9:08 p.m., seconded by Mr. Billado, to adjourn the meeting. Motion carried.