

TOWN OF SWANTON
DRAFT MINUTES
SELECTBOARD SPECIAL MEETING
Swanton Town Office Building
1 Academy Street, Swanton, VT 05488
Monday, November 5, 2018 @ 7:00 p.m.

Present: James Guilmette, Chair; Daniel Billado, Vice Chair; Joel Clark, John Lavoie (via Facetime), Members; Cathy Fournier, Town Clerk; David Jescavage, Town Administrator; Elisabeth Nance, Administrative Assistant; Dan Favreau, VAST; Ron Kilburn, Becky Rupp, Kathy Kneebone; Swanton Public Library; Betsy Fournier, Swanton Recreation Commission

- A. Call to Order – Chair Guilmette called the meeting to order at 7:00 p.m.
- B. Pledge of Allegiance – Chair Guilmette led those present in the Pledge of Allegiance.
- C. Agenda Review
 1. Old Business
 - a. Mr. Lavoie added Five-Year Plan Update
 - b. Mr. Jescavage noted Review of 2019 PACIF Insurance has been postponed until the next Selectboard meeting
 - c. Mr. Billado added an update on the Town Office Building windows
 2. Highway
 - a. Mr. Clark added an update on Glen Ridge
 - b. Mr. Billado added a discussion of Monument Rd.
 3. Any Other Necessary Business – Mr. Jescavage informed the board a Request for Waiver of Sign Fees was added after publication of the original agenda
 4. Executive Session – Chair Guilmette added contracts and permits
- D. Meeting Topics:
 1. Minutes – October 16, 2018 Selectboard Regular Meeting
Mr. Clark made a motion, seconded by Mr. Billado, to approve as written. Motion carried.
 2. Public Comments – None
 3. Quarterly Financial Review
Ms. Fournier noted contingency funds may not be needed for Robin Hood Dr. as the town received more grant money from the state than anticipated. It was noted the Mack truck repairs came in under budget. The guardrails for Robin Hood Dr. are pending. Year-to-date, 88% of the highway budget has been spent.

Ms. Fournier noted the General Fund Year-to-Date is at 76.6% and there are no large expenses pending.
 4. Old Business
 - a) Request by Northwest Riders for Annual Landowners Agreement with Dan Favreau

Mr. Favreau came before the Selectboard with the annual request noting there have been no changes to the request.

Mr. Billado made a motion, seconded by Mr. Clark, to approve the Northwest Riders 2019 – 2020 agreement. Motion carried.

- b) Review of 2019 PACIF Insurance with Pam Fecteau & Larry Smith – postponed until the next meeting
- c) Discuss 2019 Recreation Budget – Ms. B. Fournier came before the Selectboard noting the recreation board has not approved the budget proposal yet. The proposed budget request of \$94,802 is a slight (\$879) increase over the current year's budget. Ms. Fournier noted the Recreation Commission looking into becoming a federal 501(c)(3). The Selectboard had no issues with the proposed budget.
- d) Discuss 2019 Library Budget – Mr. Kilburn, Ms. Rupp, and Ms. Kneebone came before the Selectboard. The proposed budget represents an increase of 2.5% above the current budget. Mr. Clark, noting that most of the money allocated by the town has not yet been spent, asked for a clarification on what that money would be spent on. Mr. Clark wonders what month the year-to-date figures are through thinking additional money has been spent if those figures are not up-to-date. Out of the total budget of \$192,000, \$70,000 has not yet been spent with two months left in the year, the majority of which comes from the town's allocation. Chair Guilmette asked why the library would ask for an increase if \$70,000 has not yet been spent for the year.

Chair Guilmette asked about the \$5,500 for refrigeration. Ms. Rupp stated the air conditioner compressors are being replaced as they wear out.

Mr. Clark asked about utilities which are showing as coming in under budget so he would like clarification.

Chair Guilmette asked about capital reserve. Ms. Fournier stated it had been used as cash flow when a payment from the town was late but should have been put back now that the expected funds have been received.

Chair Guilmette also asked about building maintenance given the state of the building. Mr. Kilburn stated some windows are being replaced.

The board would like clarification on where the numbers are coming from and whether they are up-to-date. The Library's treasurer is out of town and not available to discuss the figures provided. Representatives from the Library Board of Directors will come to the November 20, 2018 Selectboard meeting once they have had an opportunity to address the Selectboard's questions and concerns.

- e) Discuss Library Personnel (Executive Session)

Mr. Clark made a motion at 7:52 p.m., seconded by Mr. Lavoie, 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. Motion carried.

Mr. Billado made a motion at 8:30 p.m., seconded by Mr. Clark, to exit Executive Session. Motion carried. No action taken.

- f) Discussion on Five-Year Plan update – Mr. Lavoie stated he would like an update on the Five-Year Plan. Mr. Jescavage noted the Selectboard had discussed the plan last year and that he would provide a draft at the next Selectboard meeting.
- g) Update on Town Office building windows – Mr. Billado asked for an update on the replacement of the windows as discussed at prior Selectboard meetings. Chair Guilmette will work with Mr. Jescavage on a RFP to be published early in 2019. Mr. Billado asked that Mr. Jescavage provide the Selectboard with the rolling calendar of projects.

5. Community & Economic Development

a) Economic Development Coordinator Updates

Ms. Nance, noted that since it is the time of year to discuss budgets, it is time to consider budgeting a match for the MVU sidewalk extension project. The VTrans Bike/Ped grant program requires a 20% match so, based upon the \$933,404 estimate that came out of the feasibility study, that means a match of \$180,000 to \$200,000. In answer to a question from Mr. Clark, Ms. Nance stated in-kind matches are considered.

More generally, Ms. Nance suggested budgeting some funds for grant matches because most grants require a match but do not permit in-kind contributions.

Ms. Nance also noted there is interest in some properties in the town and the village that are in progress. Ms. Nance will provide the board with an update on these projects.

The board agreed that Ms. Nance will begin reporting to the board monthly instead of bi-weekly.

- b) Small Business Saturday, November 24, 2018 – Ms. Nance noted Small Business Saturday is the Saturday after Thanksgiving and she is working with the Swanton Chamber to promote the program.

6. Expenditures

- a) General Orders – Mr. Clark made a motion, seconded by Mr. Lavoie, to approve General Orders dated October 17, 2018 to November 5, 2018. Chair Guilmette asked about the carpet expense given it had to be done over. Ms. Fournier stated the town was not charged for labor and was given a discount on the cost of materials. Motion carried.
- b) Highway Orders – Mr. Billado made a motion, seconded by Mr. Clark, to approve Highway Orders dated October 17, 2018 to November 5, 2018. Mr. Billado asked if all the salt had been ordered. Mr. Clark stated it had but if there is money left over more salt may be ordered. Mr. Clark noted Pike Industries came in slightly under

their estimate for the paving projects. Motion carried.

- c) Payroll – Mr. Clark made a motion, seconded by Mr. Lavoie, to approve Payroll dated. Motion carried.

Mr. Lavoie gave Ms. Fournier permission to use his signature stamp.

7. Highway Department

- a) Decker Trail Brush Hogging – Mr. Lavoie stated he received a telephone call asking that brush be cleared along Decker Trail this fall. Mr. Clark stated that in order for the town to do this the gate needs to come down. Mr. Lavoie and Chair Guilmette will follow up on this.

Mr. Clark would like a public hearing to discuss the status of Decker Trail, parts of Penell Rd., Robin Hood Dr., and Giroux Rd., and maybe Lasnier Rd.

- b) Updates (if needed)

Mr. Clark updated the board on the Glen Ridge Lane walk-about noting it was last paved in 2006. Mr. Clark stated he is not inclined to add Glen Ridge to the town's road inventory but encouraged board members to take a look for themselves.

Mr. Billado informed the board he had gotten a telephone call from Eugene Rich. Highgate will be working on Monument Rd. to repair the bank that may fall into the river near the monument and Mr. Rich asked if the town would work with Highgate to stabilize the bank. Mr. Clark stated there are permits that need to be in place but the Highway Department would be willing to work with Highgate. Mr. Billado will follow up with Mr. Rich.

Mr. Jescavage informed the board an engineer needs to be hired to certify that the stormwater system is still adequate at Country Club Estates.

- 8. Correspondence – Mr. Jescavage informed the board he had received requests from three charitable organizations to continue annual donations.

9. Any Other Necessary Business

- a) Discuss 2019 Pay Increases – Mr. Clark stated the percentage needs to be determined prior to the budget being proposed. Mr. Billado suggested the board do some research and come back at the next meeting, noting it would not be fair to do merit raises since only one evaluation was done. Mr. Clark asked Ms. Fournier for cost of living information. Ms. Fournier noted she does have the benefits information.
- b) Planning Commission Request to Set Up Multi-Board Meeting – Mr. Jescavage forwarded the request from the chair of the Planning Commission and will inform Mr. Hubbard the joint meeting will be scheduled for next spring.
- c) Request for Waiver of Sign Fees (3 signs) – Mr. Jescavage brought before the board on behalf of Debbie Winters a request to waive the sign fee for three signs to be installed to promote the community playground. The fee for each sign is \$65. Mr. Clark expressed concern about setting a precedent but is in favor of granting the waivers because the project would benefit the school and the community at large.

Mr. Clark made a motion, seconded by Mr. Billado, to waive the three sign fees.

Motion carried.

10. Public Comments (Reprise) – None

11. Upcoming Events

- a) Election Day, Tuesday, November 6, 2018 @ 7 p.m. to 7 p.m., Village Complex, 120 First Street
- b) Monday, November 12, 2018, Veterans Day, Town Offices & Operations Closed
- c) Tuesday, November 20, 2018 @ 7 p.m., next Selectboard Meeting, Town Offices, 1 Academy Street
- d) Thanksgiving Holiday, November 22 & 23, 2018, Town Offices & Operations Closed
- e) Small Business Saturday, November 24, 2018 – all day
- f) Christmas in the Park, Saturday, November 24, 2018 from 3:30 p.m. to 6:30 p.m.
- g) Thursday, November 28, 2018 @ 7 p.m., Development Review Board Meeting, Town Offices, 1 Academy St.

E. Adjournment

Mr. Clark made a motion at 8:50 p.m., seconded by Mr. Billado, to adjourn. Motion carried.