

**TOWN OF SWANTON  
SELECTBOARD MEETING  
DRAFT MINUTES  
Swanton Town Office Building  
1 Academy Street, Swanton, VT 05488  
Tuesday, November 20, 2018 @ 7:00 p.m.**

Present: James Guilmette, Chair; Daniel Billado, Vice Chair; Gary Centabar, Joel Clark, Members; David Jescavage, Town Administrator; Cathy Fournier, Town Clerk; Elisabeth Nance, Administrative Assistant; Josh Ramsdell, Lynn Billado, Missisquoi Valley Rescue; Leonard Stell, Chief, Swanton Police Department; Adam Paxman, Village Trustee; Derick Billado, Animal Control Officer; Larry Smith, Vicky Abare, Vermont League of Cities and Towns (VCLT); Kevin O'Shea; Becky Rupp, Kathy Kneebone, Library Board of Trustees

- 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 – Mr. Jescavage informed the board 5a) Discuss 2019 Insurance Coverage with PACIF Representatives was added after the original agenda was published. Chair Guilmette moved this discussion after the Animal Control report.
  - 2. Executive Session – Chair Guilmette noted he had asked Personnel to be added.
- D. Meeting Topics:
  - 1. Minutes – November 5, 2018 Selectboard Special Meeting

Mr. Clark made a motion, seconded by Mr. Billado, to approve the minutes as written. Motion carried.

- 2. Public Comments – None
- 3. Animal Control – Swanton Animal Control Officer Monthly Report

ACO Billado came before the Selectboard and provided a written report. Barking dog complaints and unregistered dogs occupied the bulk of ACO Billado's time. He stated there was an animal cruelty complaint that has been corrected.

- 4. Law Enforcement
  - a) Swanton Police Chief Monthly Report

Chief Stell came before the board and provided a written report for the month of October. There were 55 incidents and 44 traffic warnings issued for 46 offenses, amounting to \$474.00 in fines. Mr. Billado asked for clarification on what warrants a ticket versus a warning. Chief Stell stated the distinction is often at the officer's discretion or it depends upon the severity of the offense.

Mr. Billado asked if the report reflected the additional three hours of patrol time

the town had requested. Chief Stell did not believe the town had been billed for any additional time yet; they were using grant money. Mr. Billado suggested having an officer ride various school buses in addition to patrolling.

Mr. Clark stated he had ridden with Officer Parah and found it beneficial. Mr. Clark asked if the town's schedule could be adjusted from 5:00 p.m. – 1:00 a.m. to 4:00 p.m. – midnight at least for the winter months. Mr. Billado agreed with this suggestion. Chief Stell does not believe this would be an issue.

b) Discuss 2019-2020 Police Contract (Executive Session-Contract/Personnel)

Mr. Clark made a motion at 7:33 p.m., seconded by Mr. Centabar, to enter Executive Session to discuss contract and 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 8:15 p.m., seconded by Mr. Clark, to exit Executive Session. Motion carried. No action taken.

5. Old Business

a) Discuss 2019 Insurance Coverage with PACIF Representatives

Larry Smith and Vickie Abare from VLCT came before the board to discuss the annual PACIF insurance renewal. Mr. Smith stated because the town joined PACIF in 2017 it does not yet qualify for contribution credits; the 2019 premium is up about \$5,700 in part due to the accident involving the Mack truck. Mr. Smith stated the town is taking advantage of the programs VLCT offers, which improves the score used to determine premiums.

It was noted Worker's Comp went up approximately 2%.

Mr. Clark asked if future renewal documentation could include the current year's figures for easy comparison. Mr. Billado asked for the total contributions for last year, which was \$59,941.

Mr. Smith also wanted to inform the board a Human Resources consultant is now available to assist towns. In response to a question from Mr. Billado, Mr. Smith stated organizations that fall under the town's insurance policies, like the library and recreation commission, would be able to use these HR services. Mr. Billado asked if AEDs (automated external defibrillators) would be covered under safety grant funds; Mr. Jescavage will follow up with VLCT for confirmation.

Mr. Smith stated there is scholarship funding of up to \$500 available to have town personnel attend safety training. There are also training funds of up to \$2,500 available for safe logging practices. Mr. Smith stated there is required number of attendees required for the training, but towns can combine staff to meet this requirement.

Mr. Clark, Mr. Billado, and Chair Guilmette stated they were happy with the switch in insurance companies and appreciated the various programs and services PACIF offers.

b) Review MVR 2019 Budget

Ms. Billado and Mr. Ramsdell came before the board with the proposed 2019 budget, which is \$18,995 less than the current year's budget. This reflects some paring down of individual line items, including the cost of billing which will be done in-house. Mr. Billado noted there are also savings from dispatching with Middlebury versus St. Albans. Ms. Billado noted \$40,000 of the budget will come from Highgate for six months when that contract goes into effect on July 1st. Mr. Stell informed the board longer transports are expected, which is expected to increase revenue. The payroll increase is due to having 2 crews versus 1 and will be based on call volume as well as those longer transports. It was noted an additional decrease is possible for the 2020 budget.

Mr. Billado asked about \$25 subscription service that covers services not covered by insurance; there is some confusion about the service, but outreach has improved awareness and understanding. MVR will continue to educate the communities it serves. Ms. Billado asked if the current payment schedule during which payments are made over nine months could be adjusted to make payments over twelve. Ms. Fournier stated MVR sets the schedule and just needs to make that adjustment going forward.

Mr. Jescavage asked Ms. Billado and Mr. Ramsdell about the numbering issue on Sweet Hollow Rd. Chief Stell said it has affected both police and fire services and that the State Police have had issues as well. There was consensus that consistent numbering was sufficient. Ms. Billado asked that property owners prominently display numbers, ideally in a consistent location.

c) Review Revised Library 2019 Budget

Ms. Rupp and Ms. Kneebone came before the board. The 2019 proposed budget now before the board is \$153,000, which is the same amount as the original request. According to Ms. Rupp Ms. Messier stated the budget runs May to May, which is not how previous budgets have been presented. It was noted the Y-T-D numbers are receivables yet to be received, not the Y-T-D amount spent.

Mr. Billado asked who put together the spreadsheet because there are inconsistencies between budget published in the Town Report versus both the original budget and the one currently before the board. Given the inconsistencies and confusion over the budget Mr. Billado suggested the library default to the 2018 budget and then have an audit of the library's books done in the meantime.

Mr. Jescavage will work with the library board to draft an RFP to hire an auditor.

Mr. Clark would still like to get a document that goes from January 2018 to December 2018 that shows expenditures and receipts Y-T-D for the second Selectboard meeting in December.

Mr. Jescavage informed Ms. Rupp and Ms. Kneebone the library is in violation of the Open Meeting Law given no meeting minutes have been posted since September. Ms. Rupp stated the library currently has no one who can update the website but they are working to address the issue.

Mr. Billado made a motion at 8:45 p.m., seconded by Mr. Centabar, 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 9:20 p.m., seconded by Mr. Centabar, to exit Executive Session. Motion carried. No action taken.

d) Discuss Letter Supporting Private Airplane Landing Strip/Lakewood Drive

Mr. O'Shea came before the board. He has had a landing strip for 25 years but recently was approached by the state because he must obtain a restricted landing area registration which requires a letter of support from the town. Mr. Clark made a motion, seconded by Mr. Billado, approving a letter of support and authorizing Mr. Jescavage to sign the letter. Motion carried.

a) Community & Economic Development – Economic Development Coordinator Updates

Ms. Nance updated the Selectboard on the conference call with Chair Guilmette, Mr. Jescavage, Reg Beliveau, Jon Kaplan Program Manager of the VTrans' Bicycle and Pedestrian Program, and Bethany Remmers, Assistant Director of Northwest Regional Planning Commission regarding the MVU sidewalk extension project's proposed 2019 grant application.

Ms. Nance informed the board there is no cap on what a municipality can request; Chair Guilmette stated the estimate from Cross Consulting of \$933,404 "is doable" and, although a bit on the high side, would not pose any problems. Ms. Nance noted using in-kind contributions as part of the required 20% match is possible in theory but that, because federal funds are involved, the criteria are very strict so in practical terms the town ought not count on using materials or manhours as part of the match.

Chair Guilmette stated donations of materials or easements could be used as part of the required match.

Ms. Nance noted the usual project period is four years, however, that could be

extended should issues slow down the project. The application deadline is mid-June 2019 so the project would run 2020 through 2024. It is during this time that the town would need to budget for the project, but it is worth starting now to spread that out over a longer period of time. Like most VTrans grants, funds are used to reimburse municipalities once payments have been made.

Mr. Clark asked if there were any issues going under the interstate. Chair Guilmette stated Mr. Kaplan did not seem to have any issues with that. Ms. Nance stated there was a discussion about the getting a signal warrant study done to determine if a traffic light is appropriate at the northbound exit ramp. Bethany Remmers will work with a consultant to have the survey done in the early part of 2019 but this would be a separate project from the sidewalk extension.

There was discussion about increasing the town's line of credit to have enough cash on hand to make payments while waiting for reimbursement. Mr. Clark believes most of the yearly matching funds can be built into the highway budget.

There was also discussion about working with the school to have the sidewalk continue up the driveway, a distance of approximately 900 feet. Mr. Kaplan stated during the conference call that the grant would be more competitive if the sidewalk ended at the school versus the driveway.

Mr. Billado stated the town can get a million-dollar project done for \$200,00 and that many in the community were in support of the project.

Ms. Nance also noted a project manager will have to be hired to manage the project, which could be paid for through grant funds.

Ms. Nance also noted the village will be applying for a scoping study to look at ways to address the parking and traffic issues in the Merchant's Row area. Mr. Kaplan confirmed that because the village and the town are separate municipalities applying to two separate grants there would be no conflict between the applications.

Ms. Nance also talked about two clean water programs Northwest Regional Planning is putting together. One is a driveway drainage workshop being held in Enosburgh on Tuesday, December 4, 2018 and the other is a gardening workshop being held in St. Albans on Wednesday, December 5, 2018 and in Enosburgh on Tuesday, December 11, 2018. Flyers will be posted in various locations.

#### 6. Expenditures

- a) General Orders – Mr. Billado made a motion, seconded by Mr. Clark, to approve the General Orders dated November 6, 2018 to November 20, 2018. Mr. Centabar asked about overpaid taxes. Ms. Fournier stated most of these were due to tax credits from the state that needed to be reimbursed. Motion carried.

- b) Highway Orders – Mr. Clark made a motion, seconded by Mr. Billado, to approve the Highway Orders dated November 6, 2018 to November 20, 2018. Motion carried. Mr. Centabar stated he had been to the town garage a few times and everything seemed to be going very well.
  - c) Payroll – Mr. Billado made a motion, seconded by Mr. Centabar, to approve Payroll dated November 6, 2018 to November 16, 2018. Motion carried.
7. Highway Department
- a) Discuss Roadside Trash Dumping – Chair Guilmette informed the board he had received a complaint of trash being dumped on Sholan Rd.; he will follow up with Vermont State Police who were called in on this specific incident. Mr. Clark stated there was an incident on Sweet Hollow Rd. as well. Mr. Clark would like to talk with NWSWD to see if they have an investigator; Mr. Billado believes this is part of the contract.
  - b) Robin Hood Drive Update – Mr. Clark stated guardrails are expected to go in on Wednesday, November 21st. Mr. Clark informed the board an additional stop sign has been ordered; the existing sign is on a bit of a curve so having a second sign on the other side of Robin Hood would make the stop more visible. A “stop ahead” sign will also be installed. It is expected that the Robin Hood extension could be open by the end of November if all goes to plan.

Chair Guilmette asked about the Robin Hood driveway permit, stating a driveway had been installed but he did not sign the permit. Mr. Clark would like to address any issues in the spring; the town will be paving Robin Hood next year and can remove the sidewalk and pave the roadside portion of the driveway at that time.

- c) Salt & Sand Update – Mr. Clark stated salt and sand quantities are “in good shape.” In response to a question from Chair Guilmette, Mr. Clark said he believes the highway crew is using just sand.
  - d) Other Updates – Mr. Clark would prefer to defer any decision on Glen Ridge, and others on his list, until the spring. He suggested a site visit to Glen Ridge Lane be done at that time. Mr. Billado stated when a site visit was done several years ago work needed to be done then.
8. Correspondence – None
9. Any Other Necessary Business
- a) Discuss 5-Year Plan – Mr. Jescavage noted he had emailed a draft plan to the board. The board agreed to email any changes back to Mr. Jescavage.
  - b) Discuss 2019 Pay Increase – Ms. Fournier will provide insurance information at the next meeting.
10. Public Comments (Reprise) – None
11. Upcoming Events
- a) Planning Commission November Meeting Cancelled
  - b) November 22 & 23, 2018, Thanksgiving Holiday, Town Offices & Operations Closed
  - c) Saturday, November 24, 2018, *Christmas In the Park*, 3:30 to 6:30 p.m., Village Park
  - d) Saturday, November 24, 2018, *Fall Art, Craft, & Vendor Fair @ MVU* from 10

- a.m. to 3 p.m., Thunderbird Drive
- e) Thursday, November 29, 2018 @ 7 p.m., Development Review Board Meeting, Town Offices, 1 Academy Street
  - f) Tuesday, December 4, 2018 @ 7 p.m., next Selectboard Meeting, Town Offices, 1 Academy Street
  - g) *A Christmas Carole* Performance @ 7 p.m. December 14 & 15, 2018 and @ 2 p.m. December 16, 2018 @ MVU. Email [MVUMusicals@gmail.com](mailto:MVUMusicals@gmail.com) for tickets.
12. Executive Session (personnel/contract)

Mr. Clark made a motion at 9:59 p.m., seconded by Mr. Billado, 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 10:08 p.m., seconded by Mr. Clark to exit Executive Session. Motion carried. No action taken.

#### E. Adjournment

Mr. Billado made a motion at 10:10 p.m., seconded by Mr. Centabar, to adjourn. Motion carried.