

**TOWN OF SWANTON
SELECTBOARD MEETING
DRAFT MINUTES
Swanton Town Office Building
1 Academy Street, Swanton, VT 05488
Tuesday, April 2, 2019 @ 7:00 p.m.**

Present: Daniel Billado, Chair; Joel Clark, Mark Rocheleau, Karen Drennen, Members; Cathy Fournier, Town Clerk; David Jescavage, Town Administrator; Elisabeth Nance, Administrative Assistant; Chief Stell, Swanton Police Department; Katie Foster, Videographer; Heather Buczkowski; Tom Benton, *St. Albans Messenger*; Dick Thompson

- A. Call to Order – Chair Billado called the meeting to order at 7:00 p.m.
- B. Pledge of Allegiance – Chair Billado led those present in the Pledge of Allegiance.
- C. Agenda Review
 - 1. Town Business
 - a. Mr. Clark added Memorial Day Planning
 - b. Mr. Rocheleau asked to table 4a to gather more information
 - 2. Highway Department
 - a. Mr. Clark added the 2019 Paving Projects List
 - b. Mr. Clark added a request for funds to purchase accessory for backhoe
 - 3. Any Other Necessary Business – Ms. Fournier added the annual delinquent dog license letter
 - 4. Executive Session – Mr. Clark added Personnel
- D. Meeting Topics:
 - 1. Minutes – March 19, 2019 Selectboard Regular Meeting
Mr. Clark made a motion, seconded by Mr. Rocheleau, to approve as written. Motion carried unanimously.
 - 2. Public Comments - None
 - 3. Law Enforcement – Swanton Police Chief Report

Chief Stell came before the Selectboard with a written report covering March 1 through 31, 2019. This report included 43 non-traffic related incidents, 29 traffic warnings, and 14 traffic citations totaling \$2,510.00 in fines.

Chief Stell informed the Selectboard his department is putting together a master list of roads on which to place the speed cart. Mr. Clark asked that Maquam Shore be included on the list.

Chair Billado made mention of an incident of the alarm at the Railroad Museum going off that routed to the Vermont State Police (VSP) and asked Mr. Jescavage to detail the conversation he had with VSP. Mr. Jescavage

informed the board it is the stated policy of VSP that if an alarm is not registered with them they will not respond. Chair Billado requested that someone from VSP be at the next Selectboard meeting. Chief Stell stated there are statutory limitations to what VSP can respond to; Mr. Clark asked to see that ordinance. Chief Stell stated some areas in the town do route to Swanton Police Department and he will work with the Selectboard to address the situation.

Mr. Clark thanked the office who stopped him recently for his professionalism.

4. Town Business
 - a) Discuss Consideration of Ordinance Prohibiting Trash in Yard - Tabled
 - b) Adopt 2019 Road & Bridge Standards for Swanton Town

Mr. Clark stated the Standards are “pretty routine” and that the town has adopted road and bridge standards in the past.

Mr. Jescavage noted some changes to the model ordinance but stated Swanton’s standards “go above and beyond.”

Mr. Clark made a motion, seconded by Ms. Drennen, to adopt the 2019 Road & Bridge Standards for Swanton Town. Motion carried unanimously.

- c) Approve South River Street Paving Grant Application

Mr. Jescavage highlighted for the board the two forms that need to be signed: the “Annual Financial Plan – Town Highway” and the “Certification of Compliance for Town Road and Bridge Standards and Network Inventory.”

Mr. Rocheleau made a motion, seconded by Mr. Clark, to approve the financial plan and the certification of compliance. Motion carried unanimously.

Ms. Drennen made a motion, seconded by Mr. Clark, authorizing Mr. Jescavage to sign forms related to the South River Street paving grant application. Motion carried unanimously.

Mr. Clark stated the estimate to do the work includes \$100,000 for the actual paving, \$16,000 for 2 drains, and \$40,000 for guardrail. Mr. Clark stated that there are sections along the road where he would like to widen the roadway by about 2 feet; Chair Billado stated he did not think that it would be a large area that required widening.

Mr. Clark stated the town is looking at a grant for Beebe Rd., too.

- d) Consider Applicant for Vacant Planning Commission Member

Ms. Buczkowski came before the Selectboard seeking to fill the remainder of Sara Luneau-Swan's term on the Planning Commission which expires in June 2020. Ms. Buczkowski stated she is excited for the new venture and to learn new things.

Mr. Clark thanked Ms. Buczkowski for her interest, noting she has been involved in the community in several capacities. Chair Billado echoed Mr. Clark's sentiments, stating he believes Ms. Buczkowski will be a huge asset.

Mr. Clark made a motion, seconded by Ms. Drennen, to appoint Ms. Buczkowski to fill Sara Luneau-Swan's term on the Planning Commission, which expires in June 2020. Motion carried unanimously.

e) Consider Request for Bids for RR Museum Roof Shingles Replacement

Mr. Jescavage noted the RFP last year did not generate any bid but that might have been due to the time of year.

Mr. Clark made a motion, seconded by Mr. Rocheleau, to approve the request for bids for the Railroad Museum shingles replacement for the remaining half of the roof. Motion carried unanimously.

Mr. Clark asked if there were any suggested contractors. Chair Billado will provide Mr. Jescavage with a name. Mr. Clark suggested Mr. Jescavage reach out to Neal Speer and James Guilmette.

f) Memorial Day Planning

Mr. Clark updated the board on the proposal to put flags in the Village Green, stating it would cost \$2,000 to purchase 40 flags. Mr. Clark believes most if not all of this could be made up through donations therefore the committee is before the Selectboard seeking seed money to purchase the flags. Ms. Drennen stated she believes the money will be recouped in the first year.

Ms. Drennen made a motion, seconded by Mr. Rocheleau, approving the town's purchase of 40 flags for \$2,000 in anticipation of the town in turn requesting donations from community members. Motion carried unanimously. It was agreed the money could come out of the fireworks budget.

5. Liquor Control Commission – Approve License Applications

Mr. Rocheleau made a motion, seconded by Mr. Clark, to enter Liquor Control Commission at 7:48 p.m. Motion carried unanimously.

Mr. Clark made a motion, seconded by Mr. Rocheleau, to approve the liquor

licenses for Swimmers LLC and 4C- Ste. Maries. Motion carried unanimously.

Ms. Drennen made a motion, seconded by Mr. Clark, to exit Liquor Control Commission at 7:50 p.m. Motion carried unanimously.

6. Community & Economic Development – Economic Development Coordinator Updates

Ms. Nance provided the Selectboard with a list of those projects she is working on, including:

- a. the 2nd Annual Swanton Community Wide Yard Sale
- b. an AARP Livable Communities Grant application
- c. setting up a meeting with Jon Kaplan at VTrans to advance the sidewalk to MVU
- d. creating a list of Swanton businesses and commercial properties, and;
- e. through FCIDC, a business resources brochure to distribute to those businesses looking for assistance to start or expand.

Ms. Nance and Ms. Drennen also provided the board an overview of the Economic Development forum they recently attended. Both felt it provided a lot of good information; Ms. Drennen specifically mentioned the presentation on Newport's recent work. Ms. Nance will provide the Selectboard with the Newport presentation.

7. Highway Department

a) 2019 Paving Projects List

Mr. Clark provided the Selectboard with a list of 2019 paving projects totaling \$298,340.

Chair Billado noted that the rabies clinic recently held at the Town Garage highlighted the need to fix the apron in the parking area.

b) Purchase Request

Mr. Clark asked the Selectboard to approve the expenditure of up to \$4,000 for the purchase of a wrist twist for the backhoe, noting the money could come out of the equipment budget.

Ms. Drennen made a motion, seconded by Mr. Rocheleau, to approve up to \$4,000 for the purchase of a wrist twist for the backhoe. Motion carried unanimously.

8. Correspondence – Mr. Jescavage informed the board he had received a telephone call from Don Muller requesting that the town take over Glen Ridge Lane. The board requested Mr. Jescavage inform Mr. Muller that the town is not interested in taking on Glen Ridge at this time. Mr. Clark will provide the new members of the Selectboard with a list of those currently on the list to be taken over by the town.

9. Any Other Necessary Business
 - a) Delinquent dog license letter

Ms. Drennen made a motion, seconded by Mr. Clark, approving the delinquent dog license letter. Motion carried unanimously.

- b) Ms. Nance noted Habitat of Humanity is looking for volunteers to assist with the move to their new location in Swanton.
10. Public Comments (Reprise) – Ms. Buczkowski read a list of upcoming Swanton Arts Council events and noted information is available on the arts council’s website.
11. Upcoming Events
 - a) Kindergarten REGISTRATION for 2019-20 is now open. Child must be 5 on or before 9/1/19. Call 868-2920.
 - b) School COIN DRIVE to benefit the new PLAYGROUND! Bring your change to Swanton Elementary School from March 11th to April 19th.
 - c) Tuesday, April 16, 2019 @ 7 p.m., Next Selectboard Meeting, Town Offices, 1 Academy Street.
 - d) Wednesday, April 17, 2019 @ 7 p.m., Next Planning Commission Meeting, Town Offices, 1 Academy Street.
 - e) Thursday, April 18, 2019, Town Clerks & Listers Offices Closed From 10 a.m. to 2 p.m. for Workshop Training.
 - f) Wednesday, April 23, 2019 @ 7 p.m., Next DRB Meeting, Town Offices, 1 Academy Street.
12. Executive Session (legal/real estate/personnel)

Mr. Clark made a motion at 8:16 p.m., seconded by Mr. Rocheleau, to enter Executive Session to discuss legal, real estate, 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 unanimously.

Action taken: Mr. Clark made a motion, seconded by Mr. Rocheleau, authorizing Mr. Jescavage to sign the Rowell paperwork. Motion carried unanimously.

E. Adjournment

Mr. Clark made a motion at 9:24 p.m., seconded by Mr. Rocheleau, to adjourn. Motion carried unanimously.