

Minutes
TOWN OF SWANTON
SELECTBOARD MEETING
In-Person & By Zoom
Town Office Building
1 Academy Street, Swanton, VT 05488
Tuesday, January 4, 2022 @ 7:00 p.m.

Present: James Guilmette, Chairman; Earl Fournier, Nicole Draper, Mark Rocheleau, Ed White, Members; Cathy Fournier, Town Clerk; Brian Savage, Town Administrator; Joseph Cava, Administrative Assistant; Patrick Parah; Joel Clark; Matthew Sullivan, SW Chief of Police; Don Gilbert, SW Police Officer; 18028683161

*All motions carried unanimously unless otherwise noted

- A. Call to Order – Mr. Guilmette called the meeting to order at 7:03 p.m.
- B. Pledge of Allegiance – Mr. Guilmette led those present in the Pledge of Allegiance.
- C. Agenda Review
- D. Meeting Topics:

- 1. Minutes

- a) December 7, 2021 SLB Regular Meeting (As Corrected)
- b) December 14, 2021 SLB Special/Zoom Meeting
- c) December 28, 2021 SLB Special Meeting

Mr. White made a motion to approve the Draft Minutes from the 12/7/2021 regular Selectboard meeting, 12/14/2021 and 12/28/2021 special Selectboard meetings, seconded by Mr. Fournier. Motion carried.

- 2. Public Comments

Ms. Draper, from the Swanton Recreation Department, brought up that there are snowshoes available to borrow. An advertisement will be posted on the Swanton Town bulletin board in the Town Hall.

- 3. Law Enforcement

- a) SW Police Chief Report

Chief Sullivan opened by introducing himself to the Selectboard as Swanton's new Chief of Police. He then led with a summary of weekly calls and traffic violations. Officer Gilbert added that a new system is being utilized to summarize the varied calls and violations. This system is beneficial for organizing monthly data and presenting the findings to the Selectboard.

Members of the Selectboard including Mr. White, Ms. Draper and Mr. Rocheleau reiterated the goals for Swanton's police presence and thanked Chief Sullivan for his service.

- b) SW Health Officer Report

The Health Officer Report was briefly reviewed.

- 4. New Town Business

- a) Opening of Bids for Beebe Road Culvert Project

There were a total of three bids submitted for the Beebe Road Culvert Project including a:

- \$396,000.00 bid by S.D. Ireland.
- \$219,875.00 bid by Goodhue Excavation, Inc.
- \$324,700.00 bid by J. Hutchins, Inc.

Mr. White made a motion to accept Goodhue Excavation's bid for the Beebe Road Culvert Project with a tentative start date of summer 2022, seconded by Mr. Rocheleau. Motion carried.

- b) Budget discussion relative to a Maintenance and Capital Reserve Budget for the Highway and General Funds

Mr. Rocheleau stressed that something like this is essential for increased responsibilities like taking on the Public Library. Mr. Guilmette opened the discussion between the members of the Selectboard and Ms. Fournier on how to budget for this. Ms. Fournier recommended performing condition assessments on the Town's buildings to assess potential areas of need.

Mr. Fournier raised a concern of drawing funds that would not be contributing to reserve funds. This type of increased funding would need to be approved as an Article by Swanton voters. Rollover funds are undetermined until the final budget is approved next week. Mr. Rocheleau recommended budgeting \$25,000.00 to \$30,000.00 as a starting point.

5. Old Town Business

- a) ARPA Update (None)
- b) ERSA Grant Update (None)
- c) PACIF Update

The culvert steamer was purchased and when Ms. Fournier pays the bill, the bill and check number will be presented to PACIF for reimbursement.

- d) Proposed MVR Budget for 2022

Budget vote tabled to January 11, 2022, Selectboard meeting for final approval.

- e) Proposed Recreation Budget for 2022

Budget vote tabled to January 11, 2022, Selectboard meeting for final approval.

6. Community & Economic Development

- a) Updates

Memorandum of Understanding (MOU) final draft has been revised, approved and signed.

7. Highway Department

- a) Updates

Swanton is still down a truck for the Highway Department. After the truck was completed, it would not start. The truck's computer system is fried

and will not likely be ready until April 2022. In addition, the truck body is still not painted even though the truck was purchased back in March 2021.

8. Any Other Necessary Business (None)

9. Correspondence

Mr. Savage brought up a letter from Mr. Daniel on the Planning Commission requesting an allocation of \$2,000.00 placed aside on the General Budget for drafting the 2023 Town Plan. This funding allocation request is in place of grant funding that Swanton did not receive. Ms. Fournier asked if this would be an annual contribution or single line item that can be rolled over into the capital reserve fund in the General Budget if not utilized. Mr. Savage explained that this is a one-time allocation in preparation for drafting the 2023 Town Plan.

Mr. Fournier made a motion to expend \$2,000.00 to the Planning Commission for drafting the 2023 Town Plan in place of lost grant funding, seconded by Mr. White. Motion carried.

10. Public Comments (Reprise)

Mr. Clark was present from the Swanton Enhancement Project (SEP) asking where Swanton is with remediating the Brownfield at the Fourth Street Site. This remediation is one of the first steps in redeveloping the site for community use. Mr. Guilmette recommended testing the current contaminant level in the soil since the previous test several years ago.

11. Upcoming Events

- a) Special Selectboard Meeting, Tuesday, January 11, 2022 @ 7:00 p.m. In-Person & by Zoom, Town Office Building, 1 Academy Street, Swanton, VT
- b) Special Selectboard Meeting, Joint with Village Trustees, Thursday, January 13, 2022 @ 7:00 p.m. In-Person, Village Municipal Complex, 120 First Street, Swanton, VT
- c) Martin Luther King Holiday, Monday, January 17, 2022, Town Offices & Operations Closed
- d) Planning Commission Meeting, Wednesday, January 19, 2022 @ 7:00 p.m. In-Person, Town Office Building, 1 Academy Street, Swanton, VT
- e) DRB Meeting, Thursday, January 27, 2022 @ 6:00 p.m. In-Person, Village Municipal Complex, 120 First Street, Swanton, VT

12. Executive Session

Ms. Draper made a motion to enter Executive Session at 7:53 p.m., seconded by Mr. Rocheleau. Motion carried.

Mr. White made a motion to exit Executive Session at 8:09 p.m., seconded by Mr. Rocheleau. Motion carried.

E. Adjournment – Mr. Rocheleau made a motion to adjourn the meeting at 8:10 p.m., seconded by Mr. White. Motion carried.

Respectfully Submitted,
Joseph Cava, Administrative Assistant

Received and filed by:

Cathy Fournier, Swanton Town Clerk

Date