

**DRAFT MINUTES
TOWN OF SWANTON
SELECTBOARD MEETING
In-Person & By Zoom
Town Office Building
1 Academy Street, Swanton, VT 05488
Tuesday, December 20, 2022 @ 7:00 p.m.**

Present: James Guilmette, Chair; Earl Fournier, Vice Chair (ZOOM User); Nicole Draper, Ed White, Steve Bourgeois, Members; Brian Savage, Town Administrator; Cathy Fournier, Town Clerk; Joseph Cava, Administrative Assistant; Amy Giroux, Zoning Administrator; Spencer LaBarge, DRB Chairman; Reg Beliveau, Harold Garrett, Jim Pratt, DRB Members; Joel Clark; Betsy Fournier; Mark Rocheleau; Patrick Parah; Elisabeth Nance (ZOOM User); 18027527138 (ZOOM User)

*All motions carried unanimously unless specified otherwise.

- A. Call to Order – Mr. Guilmette called the meeting to order at 7:00 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 6, 2022, Regular and Zoom Selectboard Meeting

Mr. White made a motion to approve the Draft Minutes from the 12/6/22 Selectboard meeting, seconded by Ms. Draper. Motion carried.

- b) December 12, 2022, Special Joint Selectboard Meeting with Village Trustees

Mr. Bourgeois made a motion to approve the Draft Minutes from the 12/12/22 Special Joint Selectboard meeting with Village Trustees, seconded by Mr. White. Motion carried.

2. Public Comments

3. Law Enforcement

- a) Swanton Animal Control Officer Monthly Report

Members of the Selectboard briefly reviewed the Swanton Animal Control Officer monthly report.

4. Old Town Business

a) Open Bids received for Swanton Public Library Heating System Replacement

Alliance Mechanical	\$59,680.00	
Allen's Green Mountain Plumbing and Heating Services		\$38,945.00
Robinson Mechanical	\$65,627.00	

The bid received from Allen's Green Mountain Plumbing and Heating Services, LLC did not include labor. Mr. Guilmette mentioned that Alliance has had the service contract on the Library equipment for a number of years.

Mr. Bourgeois made a motion to accept Alliance Mechanical's bid, seconded by Mr. White. Motion carried.

b) Recreation/Community Center Update – Joel Clark

Mr. Clark updated the Selectboard on communications with Cross Consulting Engineers. Mr. Clark expressed that there was a rise on cost due to engineering and design components. Mr. Clark expressed that this figure does not include funding for the physical construction work. Mr. Bourgeois asked about additional engineering firms outside Cross Consulting Engineers to bid on the project. Mr. Clark explained that it is simpler to retain the existing firm. Mr. Guilmette added that Cross Consulting has done for work for the Town in the past and added the complications of working with firms outside Franklin County. Continuing, once the design is in place, Mr. Clark added the procurement of funding through a bond vote to support the construction of the design.

Mr. Bourgeois asked about what consulting with the Selectboard would look like moving forward? Mr. Clark stressed the importance of going through the Recreation Department because this is their project and land but highlighted the important connection with the Selectboard. Mr. Bourgeois asked where the input came from for a community center. Mr. Clark explained that some of this feedback came from the revitalization of the Fourth Street Site. Ms. Fournier added that a community center came up during the community visit as well. Mr. Bourgeois recommended putting together studies on how the Recreation Department will fund the construction of the community center.

Mr. White made a motion for Mr. Savage to sign the contract with Peter Cross to continue with Cross Consulting Engineers for the preliminary design of the community center, seconded by Ms. Draper. Motion carried.

c) LVRT Trailhead Update – Joel Clark

Mr. Clark went through the forms needed for the project including the Project Commitment form. These forms would require Brian Savage as the full-time municipal employee to sign and authorize them. Mr. Clark asked about reimbursement for paper and ink expenses related to his involvement. Mr. Guilmette said this could be possible.

Ms. Draper made a motion for Mr. Savage to sign and authorize the grant agreement and subsequent forms, seconded by Mr. Bourgeois. Motion carried.

5. New Town Business

a) Mr. Kevin Lothian concerning Non-Permitted Use in Adjoining Property

Mr. Lothian was not present at the Selectboard meeting.

b) Presentation of Highway, General, and Fire Department 2023 Budgets – To be Tabled

Members of the Selectboard briefly discussed tabling budgets to another meeting.

c) Discussion with Members of the DRB on Scheduling of Workflow

6. Executive Session (Personnel)

Mr. White made a motion to enter executive session at 7:41 p.m., seconded by Ms. Draper. Motion carried.

Mr. White made a motion to exit executive session at 9:25 p.m., seconded by Ms. Draper. Motion carried.

Mr. White made a motion to approve an annual pay increase of 8% for the 2023 fiscal year, seconded by Ms. Draper. Motion carried.

7. Community & Economic Development

No updates at this time.

8. Highway Department

a) Mack Dump Truck Repairs

Mr. Guilmette said the truck is in the shop being repaired.

b) Maquam Shore Road Culvert

Mr. Guilmette said the guardrails have been installed and the road is paved marking the completion of the project.

c) Trees on Campbells Bay Road

Quotes have come in to take the tree down and remove the stump for \$5,500.00. Mr. Fournier recommended adding this into next year's budget.

Mr. White made a motion to approve Gabree's Tree Service to remove the tree and stump not to exceed \$5,500.00, seconded by Mr. Fournier. Motion carried.

9. Expenditures

a) General Orders (11/16/2022 through 12/20/2022)

Mr. Bourgeois made a motion to approve the General Orders of 11/16/2022 through 12/20/2022, seconded by Mr. White. Motion carried.

b) Highway Orders (11/16/2022 through 12/20/2022)

Mr. Bourgeois made a motion to approve the Highway Orders of 11/16/2022 through 12/20/2022, seconded by Mr. White. Motion carried.

c) Library Orders (11/16/2022 through 12/20/2022)

Ms. Draper made a motion to approve the Library Orders of 11/16/2022 through 12/20/2022, seconded by Mr. White. Motion carried.

d) Payroll Orders (11/16/2022 through 12/20/2022)

Mr. White made a motion to approve the Payroll Orders of 11/16/2022 through 12/20/2022, seconded by Ms. Bourgeois. Motion carried.

e) School Orders (11/16/2022 through 12/20/2022)

Mr. Bourgeois made a motion to approve the School Orders of 11/16/2022 through 12/20/2022, seconded by Ms. Draper. Motion carried.

10. Correspondence

Laurie's House in St. Albans, VT is looking for a contribution of \$1,500.00 to continue with ongoing support services.

Mr. Bourgeois made a motion to approve the allocation of \$1,500.00 to Laurie's House, seconded by Mr. White. Motion carried.

11. Public Comments (Reprise) – None

12. Any Other Necessary Business

a) E911 Address – Rocky Ridge Lane

Mr. Savage recommended changing the address from 40 Rocky Ridge Ln. to 4 Rocky Ridge Ln. This would require readdressing all the addresses along Rocky Ridge Ln.

b) Renewal of Town of Swanton Line of Credit

Mr. Bourgeois made a motion to approve the renewal of the Town's line of credit granting Mr. Guilmette the authorization to sign it, seconded by Ms. Draper. Motion carried.

13. Upcoming Events

- a) Christmas Holiday – Friday, December 23, 2022 and Monday, December 26, 2022 – Town Offices and Operations Closed
- b) New Year's Holiday – Friday, December 30, 2022 and Monday, January 2, 2023 – Town Offices and Operations Closed
- c) Amended Regular and Zoom Selectboard Meeting – Tuesday, January 10, 2023 at 7:00 p.m. – Town Office Building, 1 Academy Street

E. Adjournment – Ms. Draper made a motion to adjourn the meeting at 9:45 p.m., seconded by Mr. White. Motion carried.

Respectfully Submitted,

Joseph Cava
Administrative Assistant