

**MINUTES
TOWN OF SWANTON
SPECIAL SELECTBOARD ORGANIZATIONAL MEETING
In-Person & By Zoom
Town Office Building
1 Academy Street, Swanton, VT 05488
Wednesday, March 8, 2023 @ 7:00 p.m.**

Present: Earl Fournier, Chair; Ed White, Vice Chair; Nicole Draper, Steve Bourgeois, Cody Hemenway, Members; Brian Savage, Town Administrator; Joseph Cava, Administrative Assistant; Patrick Parah; Joel Clark

*All motions carried unanimously unless specified otherwise.

- A. Call to Order – Mr. Fournier called the meeting to order at 7:00 p.m.
- B. Pledge of Allegiance – Mr. Fournier led those present in the Pledge of Allegiance.
- C. Agenda Review

Mr. Savage swore in the newest Selectboard members including Steve Bourgeois and Cody Hemenway under the oath of allegiance and the oath of office. Mr. Fournier thanked the newest members for their participation in town government.

- D. Public Comments - None

- E. Reorganization of Selectboard & Appointments:

- 1. MOTION TO ELECT **EARL FOURNIER AS CHAIR OF THE SWANTON SELECTBOARD** FOR THE YEAR MARCH 8, 2023 TO MARCH 5, 2024.

Mr. Bourgeois made a motion to elect Earl Fournier as Chair of the Swanton Selectboard for the year March 8, 2023 to March 5, 2023, seconded by Ms. Draper. Motion carried.

- 2. MOTION TO ELECT **ED WHITE AS VICE CHAIR OF THE SWANTON SELECTBOARD** FOR THE YEAR MARCH 8, 2023 TO MARCH 5, 2024.

Mr. Bourgeois made a motion to elect Ed White as Vice Chair of the Swanton Selectboard for the year March 8, 2023 to March 5, 2023, seconded by Mr. Hemenway. Motion carried.

- 3. MOTION TO APPOINT **JOSEPH CAVA AS CLERK FOR THE SWANTON SLECTBOARD** FOR THE YEAR MARCH 8, 2023 TO MARCH 5, 2024.

Mr. White made a motion to appoint Joseph Cava as Clerk for the Swanton Selectboard for the year March 8, 2023 to March 5, 2023, seconded by Ms. Draper. Motion carried.

- 4. MOTION THAT THE SWANTON SELECTBOARD ADOPT **ROBERT'S RULES OF ORDER** FOR THE RULES OF PROCEDURE FOR THE SWANTON SELECTBOARD FOR THE YEAR MARCH 8, 2023 TO MARCH 5, 2024.

Mr. White made a motion that the Swanton Selectboard adopts Robert's Rules of Order for the Swanton Selectboard for the year March 8, 2023 to March 5, 2023, seconded by Ms. Draper. Motion carried.

- 5. MOTION THAT THE SWANTON SELECTBOARD SCHEDULE ITS **REGULAR MEETINGS ON THE FIRST (1ST) AND THIRD (3RD) TUESDAYS OF EACH MONTH at 7:00 p.m.**, AND THAT THE TOWN ADMINISTRATOR SHOULD

SET THE MEETING AGENDA AND EACH SELECTPERSON MAY ADD TO IT AT THEIR DISCRETION IN ACCORDANCE WITH STATE LAW FOR THE YEAR MARCH 8, 2023 TO MARCH 5, 2024.

Mr. White made a motion that the Swanton Selectboard schedule its regular meetings on the first (1st) and third (3rd) Tuesdays of each month at 7:00 p.m., and that the Town Administrator should set the meeting agenda and each Selectperson may add to it at their discretion in accordance with state law for the year March 8, 2023 to March 5, 2023, seconded by Mr. Hemenway. Motion carried.

Mr. Bourgeois made an amended motion that the Swanton Selectboard schedule its regular meetings on the first (1st) and third (3rd) Tuesdays of each month at 6:00 p.m., and that the Town Administrator should set the meeting agenda and each Selectperson may add to it at their discretion in accordance with state law for the year starting April 1, 2023 to March 5, 2023, seconded by Ms. Draper. Motion carried.

6. MOTION TO APPROVE **THE FOLLOWING LIST OF TASK REPRESENTATIVES** FOR THE SELECTBOARD, AS FOLLOWS, FOR THE YEAR MARCH 8, 2023 TO MARCH 5, 2024.

- Highway Commissioner: **Earl Fournier**

Mr. Bourgeois made a motion to approve Earl Fournier for the Highway Commissioner for the year March 8, 2023 to March 5, 2024, seconded by Mr. White. Motion carried.

- Police Representative: **Ed White**

Mr. Bourgeois made a motion to approve Ed White for the Police Representative for the year March 8, 2023 to March 5, 2024, seconded by Ms. Draper. Motion carried.

- Recreation Representative: **Cody Hemenway**

Mr. Fournier made a motion to approve Cody Hemenway for the Recreation Representative for the year March 8, 2023 to March 5, 2024, seconded by Mr. White. Motion carried.

- Economic Development Representative: **Steve Bourgeois**

Mr. Fournier made a motion to approve Steve Bourgeois for the Economic Development Representative for the year March 8, 2023 to March 5, 2024, seconded by Mr. White. Motion carried.

- Personnel Representative: **Nicole Draper**

Mr. White made a motion to approve Nicole for the Personnel Representative for the year March 8, 2023 to March 5, 2024, seconded by Mr. Bourgeois. Motion carried.

- Legal Representative: **Ed White**

Mr. Hemenway made a motion to approve Ed White for the Legal Representative for the year March 8, 2023 to March 5, 2024, seconded by Ms. Draper. Motion carried.

- Animal Control Representative: **Cody Hemenway**

Ms. Draper made a motion to approve Cody Hemenway for the Animal Control Representative for the year March 8, 2023 to March 5, 2024, seconded by Mr. White. Motion carried.

7. MOTION THAT THE SWANTON SELECTBOARD APPOINT **FRANK SHUMWAY AS TREE WARDEN** FOR THE TOWN OF SWANTON FOR THE YEAR MARCH 8, 2023 TO MARCH 5, 2024.

Mr. Bourgeois made a motion that the Swanton Selectboard appoint Frank Shumway as Tree Warden for the Town of Swanton for the year March 8, 2023 to March 5, 2023, seconded by Ms. Draper. Motion carried.

8. MOTION TO APPOINT **HAROLD GARRETT AND REGINALD BELIVEAU AS THE TOWN OF SWANTON'S REPRESENTATIVES ON THE BOARD OF DIRECTORS FOR THE NORTHWEST REGIONAL PLANNING COMMISSION** FOR THE YEAR MARCH 8, 2023 TO MARCH 5, 2024.

Mr. White made a motion that the Swanton Selectboard table the appointment of Harold Garrett and Reginald Beliveau as the Town of Swanton's Representatives on the Board of Directors for the Northwest Regional Planning Commission for the year March 8, 2023 to March 5, 2023, seconded by Mr. Hemenway. Motion carried.

9. MOTION TO APPOINT **HAROLD GARRETT AS THE TOWN OF SWANTON'S REPRESENTATIVE ON THE TRANSPORTATION ADVISORY COMMITTEE OF THE NORTHWEST REGIONAL PLANNING COMMISSION** FOR THE YEAR MARCH 8, 2023 TO MARCH 5, 2024.

Mr. Bourgeois made a motion that the Swanton Selectboard appoint Harold Garrett as the Town of Swanton's Representative on the Transportation Advisory Committee of the Northwest Regional Planning Commission for the year March 8, 2023 to March 5, 2023, seconded by Mr. White. Motion carried.

10. MOTION TO APPOINT **BRIAN SAVAGE AS THE TOWN OF SWANTON'S ALTERNATE REPRESENTATIVE ON THE TRANSPORTATION ADVISORY COMMITTEE OF THE NORTHWEST REGIONAL PLANNING COMMISSION** FOR THE YEAR MARCH 8, 2023 TO MARCH 5, 2024.

Mr. White made a motion that the Swanton Selectboard appoint Brian Savage as the Town of Swanton's Alternate Representative on the Transportation Advisory Committee of the Northwest Regional Planning Commission for the year March 8, 2023 to March 5, 2023, seconded by Ms. Draper. Motion carried.

11. MOTION TO APPOINT **CARLO MICHELI AS THE TOWN OF SWANTON'S REPRESENTATIVE ON THE NORTHWESTERN SOLID WASTE DISTRICT** FOR THE YEAR MARCH 8, 2023 TO MARCH 5, 2024.

Ms. Draper made a motion that the Swanton Selectboard appoint Carlo Micheli as the Town of Swanton's Representative on the Northwestern Solid Waste District for the year March 8, 2023 to March 5, 2023, seconded by Mr. White. Motion carried.

12. MOTION TO APPOINT THE FOLLOWING PERSONS TO SERVE AS THE TOWN'S **RECREATION COMMISSION** FOR THE YEAR MARCH 8, 2023 TO MARCH 5, 2024. **Betsy Fournier, Alicia Bourdeau, Joseph Raleigh, Jason Guyette, Jesse LeClair, Jon Nielson, Sophie Vibert, and Lisa Wilda**

Mr. White made a motion that the Swanton Selectboard appoint Betsy Fournier, Alicia Bourdeau, Joseph Raleigh, Jason Guyette, Jesse LeClair, Jon Nielson, Sophie Vibert, and Lisa Wilda to serve as the Town of Swanton's Recreation Commission for the year March 8, 2023 to March 5, 2023, seconded by Mr. Bourgeois. Ms. Draper abstained. Motion carried.

13. MOTION TO APPOINT **PATRICK PARAH AS THE TOWN OF SWANTON'S CONSTABLE** FOR THE YEAR MARCH 8, 2023 TO MARCH 5, 2024.

Mr. White made a motion that the Swanton Selectboard not re-appoint Patrick Parah as the Town of Swanton's Constable for the year March 8, 2023 to March 5, 2024, seconded by Mr. Hemenway. Motion carried.

F. Minutes

a) February 16, 2023 Special Selectboard Regular Meeting

Ms. Draper made a motion to approve the draft minutes from the 2/16/23 Special Selectboard meeting, seconded by Mr. White. Motion carried.

b) February 28, 2023 Selectboard and Village Board of Trustees Joint Informational Meeting

Mr. White made a motion to approve the Town's portion of the draft minutes from the 2/28/23 Selectboard and Village Board of Trustees Joint Informational meeting, seconded by Mr. Hemenway. Motion carried.

G. Town Business

a) Annouce Election Results

Mr. Savage informed the Selectboard that all Articles were approved.

Town Moderator (Vote for no more than 1, 1 Year Term)
Brian K. Savage

Town Clerk (Vote for no more than 1, 3 Year Term)
Cathy L. Fournier

Town Treasurer (Vote for no more than 1, 3 Year Term)
Cathy L. Fournier

Selectperson (Vote for no more than 1, 3 Year Term)
Steven Bourgeois

Selectperson (Vote for no more than 1, 2 Year Term)
Cody Hemenway

Lister (Vote for no more than 1, 3 Year Term)
Amy Giroux

Auditor (Vote for no more than 1, 3 Year Term)
Amy Giroux

Trustee of Public Money (Vote for no more than 1, 3 Year Term)
Cody Hemenway

Trustee of Public Money (Vote for no more than 1, 1 Year Unexpired)
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Library Trustee (Vote for no more than 1, 5 Year Term)
Sarah Garvey

Library Trustee (Vote for no more than 1, 4 Year Unexpired Term)
Bianca Braman

Cemetery Commissioner (Vote for no more than 1, 5 Year Term)
-

Cemetery Commissioner (Vote for no more than 1, 3 Year Unexpired)
Macey Lavoie-Dupont

Collector of Delinquent Taxes (Vote no more than 1, 1 Year Term)
Betty L. Cheney

b) Town Plans & Projects for 2023

Mr. Fournier mentioned the upcoming website as an important development for Swanton. Mr. Hemenway also mentioned the voter turnout between younger and older people, but highlighted the discrepancy of voters in the middle age range category.

Mr. Bourgeois mentioned the need for a two to three year plan for future planning and development. The importance of this is for financial planning as unexpected projects arise due to emergency responses. Ms. Draper also highlighted this need for direction to recognize the past and evaluate the future.

H. Any Other Necessary Business - None

I. Correspondence – None

J. Public Comments (Reprise)

Mr. Clark gave his appreciation to the newest members of the Selectboard and best wishes for the future. Mr. Clark also highlighted the Town Selectboard's concerns for future planning like buying new highway equipment.

Mr. Savage said he will be archiving previous Selectboard emails and created new emails for Mr. Hemenway and Mr. Bourgeois.

K. Upcoming Events

- a) Daylight Savings Time Begins (Spring Ahead) – Sunday, March 12, 2023 at 2:00 a.m.
- b) Planning Commission Meeting – Wednesday, March 15, 2023 at 6:30 p.m. – Town Office Building, 1 Academy Street
- c) Regular and Zoom Selectboard Meeting – Tuesday, March 21, 2023 at 7:00 p.m. – Town Office Building, 1 Academy Street
- d) DRB Meeting – Thursday, March 23, 2023 at 6:00 p.m. – Town Office Building, 1 Academy Street
- e) Dog Licenses Due – Monday, April 3, 2023 – Available at Town Clerk's Office, Town Office Building, 1 Academy Street

L. Executive Session (Personnel)

Ms. Draper made a motion to enter executive session at 7:57 p.m., seconded by Mr. Hemenway. Motion carried.

Ms. Draper made a motion to exit executive session at 8:49 p.m., seconded by Mr. White. Motion carried.

Mr. White made a motion to not re-appoint Patrick Parah as constable for the Town of Swanton, seconded by Mr. Hemenway. Motion carried.

M. Adjournment – Ms. Draper made a motion to adjourn the meeting at 9:00 p.m., seconded by Mr. White. Motion carried.

Respectfully Submitted,

Joseph Cava
Administrative Assistant

Received and filed by:

Cathy Fournier, Town Clerk

Date