

**Draft Minutes**  
**TOWN OF SWANTON**  
**SELECTBOARD MEETING**  
**Town Office Building**  
**1 Academy Street, Swanton, VT 05488**  
**In-Person & By Zoom**  
**Tuesday, September 19, 2023 @ 6:00 p.m.**

Present: Earl Fournier-Chair, Ed White Sr-Vice Chair, Nicole Draper, Steve Bourgeois-Members, Cody Hemenway – Absent, Brian Savage-Town Administrator, Cathy Fournier-Town Clerk, Christina Candels-Administrative Assistant, Kevin Lapan-Road Forman, Kyle Grenier-NWRP, Sandy Skeels-Kilburn, Ron Kilburn, Ed Daniel, Karen Sentoff-VHB, Lin-Zoom

A. Call to Order

Mr. Fournier called the meeting to order at 6:00 pm.

B. Pledge of Allegiance

Mr. Fournier led those in attendance in the pledge of allegiance.

C. Agenda Review

Mr. Savage stated there is no Animal Control update due to email issues.

Mr. Savage stated there are two roads to name under New Business.

D. Meeting Topics

1. Minutes

a) September 5, 2023 Selectboard Meeting

**Mr. White made a motion to approve September 5, 2023, Draft Minutes as written, seconded by Mr. Bourgeois. Motion carried.**

2. Public Comments

None

3. Law Enforcement

a) Swanton Animal Control Report

No Report due to Internet Issues

4. Expenditures

a) General Orders

**Mr. Bourgeois made a motion to approve General Orders for August 16, 2023 to September 19, 2023, in the amount of \$117,052.98, seconded by Mr. White. Motion carried.**

b) Highway Orders

**Mr. White made a motion to approve Highway Orders for August 16, 2023 to September 19,2023, in the amount of \$111,427.02, seconded by Ms. Draper. Motion carried.**

c) ARPA Orders

**Mr. Bourgeois made a motion to approve ARPA Orders for August 16, 2023 to September 19,2023, in the amount of \$31,305.68, Seconded by Mr. White. Motion carried.**

d) Library Orders

**Ms. Draper made a motion to approve Library Orders for August 16, 2023 to September 19,2023, in the amount of \$9,783.60, Seconded by Mr. White. Motion carried.**

e) Highway / General Payroll Orders

**Mr. White made a motion to approve Highway/General Payroll Orders for August 16, 2023 to September 19,2023, in the amount of \$39,358.54, Seconded by Ms. Draper. Motion carried.**

f) Library Payroll Orders

**Ms. Draper made a motion to approve Library Payroll Orders for August 16, 2023 to September 19,2023, in the amount of \$8,759.33, Seconded by Mr. White. Motion carried.**

5. Highway Department

Mr. Lapan updated the board that they have the sand shed  $\frac{3}{4}$  full in prep for winter. Mr. Fournier asked about salt? Mr. Lapan stated they have not inquired about salt yet. They are receiving good feedback on the roadside mowing. Ms. Fournier stated in regards to striping Lakewood Dr. in comparison to Cambell's Bay Road it's about the same and Cambell's Bay cost \$1,8894.50 to stripe. Mr. Lapan will see if there is enough in the budget to do this year, if not it will be done next year. Mr. Lapan stated the new truck on order may be running behind schedule, which may cause them to get the newer model.

They are still working on roadside mowing.

6. Old Town Business

a) Revised Easements for the State of Vermont – Route 78

Mr. Savage updated they have now received the new Updated easements, the previous easements had Gallup Court which is a Village Street. The revised easement is for \$1,000 vs \$1,100. Mr. Savage will sign the documents and submit them.

b) Library Basement Drainage Proposal

Mr. Savage updated they have received 2 proposals.

Northern Basement Solutions \$11,244.16 does not include dehumidifier system this will be approximately an additional \$2,500. It is questioned if this is needed with the new HVAC system installed. The humidity in the room was fine when the representative came.

Twin State Basement Services \$17,540.00.

Both estimates were for same project, and both can be competed in the winter if needed. Both would use jackhammer and agreed there would be no damage to historical building. Mr. Savage stated the addition to the Library was put in in 1998/1999 and believed this is after the storm sewers were installed. Mr. Savage will check with the Village to see if there are blueprints of this, maybe this piping can be tied into this.

The board compared the two proposals.

**Mr. White made a motion to award Northern Basements Solutions the contract in the amount of \$11,244.16, seconded by Mr. Bourgeois.**

Ms. Draper voiced her concern of water damage coming up on the walls & sheetrock. Northern State Basements did not include this in their proposal but Twin State Basement Services proposal does. Twin State Basement Services has a longer warranty with the sub pump and dehumidifier vs. Northern Basement Solutions.

Mr. Fournier questioned that the Twin Stated Basement Services included the dehumidifier installed. How much would this lower the bid if that was removed? Ms. Draper stated the walls need to be evaluated when they are open to make sure there is no mold or water damage. Northern Basements does not include wall opening & removal as it stated town will need to. Twin State Basements Included this.

The board agreed they need more information.

Mr. Bourgeois asked whom we could get to inspect for mold? Mr. White stated the newly hired Lister is a home inspector. This is a commercial building. Most inspectors can do both. Mr. Savage will check with Kevin Nichols if this is something he can do.

Mr. Bourgeois would like Ms. Candels to make a spreadsheet to compare the two proposals.

Mr. Fournier stated finding out if there is mold will determine what work actually needs to be completed.

**Mr. White withdrew his motion to award Northern Basement Solutions the contract, seconded by Ms. Draper. Motion carried.**

Mr. Savage will check with Mr. Nichols to see if this is something he can assist with.

**No Action is taken on this project tonight.**

- c) Final Public Hearing on Town Plan by NRPC  
Ms. Draper is the representative for Swanton. Mr. Savage discussed the meeting.  
See attached Notice
- d) Website enhancements  
Mr. Savage updated the board of the addition to Community Calander page on the Swanton website for community submissions. Once these items are submitted the are emailed directly to Mr. Savage & Ms. Candels for review. This link has been emailed to many community partners.  
Mr. Bourgeois asked if there are guidelines to follow? Mr. Savage stated it has to be a nonprofit community organization, school organizations, church functions, not advertisements or personal related. We follow the similar details that we have for the marque board.  
Ms. Draper has been sharing this with community members. She also recommends front porch forum.  
Mr. Fournier asked if there is a way to track how many people visit the website.  
Mr. Savage stated we can add a counter to website.

## 7. New Town Business

- a) Karen Sentoff of VHB to discuss VT-78/I-89 Exit 21 NB Intersection  
Ms. Sentoff shared with the board her presentation of VT-78/I-89 Exit 21 NB Intersection to give feedback and recommendation to Vermont Agency of Transportation. Mr. Kyle Grenier was also in attendance from Northwest Regional Planning.  
After her presentation Ms. Sentoff asked for feedback of important items the Selectboard would like to ensure are included.
- Airport Growth/Investments
  - Swanton/Highgate Growth
  - Community members commuting
  - Route 78 traffic is heavy with no defined turning lane
  - Pedestrian access under the highway/Safe routes to school
  - Widening exit ramp
  - Including Northbound Exit
  - Completion of A-35 in Quebec (30% truck traffic increase projected)
  - Raised median on 78 for Frontage Rd/Left turn lane (Frontage Rd is important school access point)
  - Lighting
  - Current ramp condition
  - Additional signage/Flashing light for stopped traffic
  - Lamoille Valley Rail Trail

Ms. Skeels-Kilburn stated the importance of the current ramp condition contributes to backups.

Ms. Draper asked if signage would help eliminate people driving the wrong way on the highway.

Mr. Fournier stated Vermont has focused projects on Chittenden County due to growth and Franklin County needs this investment.

Mr. Bourgeois asked if there is a way to get this project moved up the list.

Mr. Fournier asked Mr. Grenier how much regional planning has put into this?

Mr. Grenier was unsure.

Ms. Skeels-Kilburn state its not a one sizes fits all with Franklin County's growth.

Mr. Grenier stated Regional Planning has prioritized this project is why it's before us tonight.

Ms. Sentoff stated they understand there is currently operational & safety concerns at the intersection. Is a signal, 2-lanes needed?

Next Steps: Village Input, Second Public Meeting

b) to apply for Zoning Bylaw Modernization Grant Application

Mr. Savage stated they would like to apply for the grant to pay for zoning by-law rewrite.

Mr. Bourgeois asked how much the grant is for? Mr. Savage stated \$20,000.

Mr. Fournier asked if they had already approved this project? Yes, an anticipation of getting this grant.

**Mr. White made a motion to approve Mr. Savage to apply for Zoning Bylaw Modernization Grant, seconded by Ms. Draper. Motion carried.**

c) Name New Road on St. Pierre Development 2321 Highgate Road

**Mr. White a motion to approve Fawn Lane, seconded by Mr. Bourgeois.**

**Motion carried.**

d) Name New Road for Jason Stoddard 2485 Highgate Road

**Mr. White a motion to approve Phoenix Way, seconded by Ms. Draper.**

**Motion carried.**

e) Discussion of Accounting/Fiscal Policies of the Town of Swanton

Mr. Savage stated that in working on current Abenaki Tribal Council grant, it's been pointed out that the current written accounting and fiscal policies are dated.

The Town does not have a capital plan. What they want to see is GASB

accounting plan. This will be time consuming. Mr. Bourgeois asked if there is something around the state, we can model it after? Ms. Fournier stated it's not that easy as it's customized by the town. Mr. Savage has reached out to A.M. Piech the Towns accountant. They can help if in a pinch but something that the town needs to work on. This needs to include big ticket items: real estate, trucks & equipment, Library building, Recreation buildings.

Most buildings would be fully depreciated due to age.

Mr. Savage stated this needs to be addressed for current grant but also could affect future grants.

Once they have a better idea of what's needed Mr. Savage will need the board to vote on it to proceed.

## 8. Community and Economic Development

Mr. Fournier asked if there was a tab for Economic Development on website. Yes, there is.

Ms. Draper said economic development information would be helpful to people moving into town as to whom they should contact.

9. Any Other Necessary Business

10.. Correspondence

11. Public Comment (Reprise)

Ms. Skeels-Kilburn told board members she hopes they are all energized of all Swanton is doing. "Swanton is on the move" the growth.

12. Upcoming Events

a) Planning Commission Meeting-Wednesday September 20, 2023 6:30 pm Town Office & Zoom

b) Special Selectboard Meeting-Tuesday September 26, 2023 6:30 pm Village Complex & Teams

c) DRB Meeting September 28, 2023 6:00 pm Town Office

d) Selectboard Meeting Tuesday October 3, 2023 6:00 pm Town Office & Zoom

e) Regional Plan Monday September 25, 2023 6:00 pm Zoom Wednesday September 27, 2023 6:30 pm Zoom.

13. Executive Session (If needed)

E. Adjournment

**Mr. White made a motion to adjourn at 8:03 pm, seconded by Ms. Draper. Motion carried.**

Respectfully Submitted By  
Christina Candels – Administrative Assistant

**NOTICE**  
**PUBLIC HEARING ON**  
**REGIONAL APPROVAL OF HIGHGATE, SOUTH HERO AND TOWN**  
**AND VILLAGE OF SWANTON MUNICIPAL PLAN**

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In accordance with VSA Title 24, Chapter 117, the Northwest Regional Planning Commission (NRPC) will hold public hearings to receive comment on the requests for regional approval and determination of energy compliance of the Highgate, South Hero and Town and Village of Swanton Municipal Plans. The public hearing is scheduled for September 25, 2023; a second public hearing will be held before the Board of Commissioners monthly board meeting on September 27, 2023. As stated in Title 24, Chapter 117, the Regional Commission shall approve municipal plans if it finds that they are consistent with the criteria of Section 4350 and shall provide a determination of energy compliance if it finds that municipal plans are consistent with the criteria of Section 4352 and standards established by the Vermont Department of Public Service.

Pursuant to Title 24, Chapter 117, Sections 4350, NRPC will also consider the planning processes of the Town of Highgate, Town of South Hero and Town and Village of Swanton and specifically whether the processes meet the requirements of confirmation as stated in Title 24, Chapter 117.

**WHAT: NRPC Municipal Plan Review Public Hearings**

**WHERE: The hearings will be held remotely and are open to the public.**

To participate online go to <https://zoom.us/join> and if by phone, dial +1 646-558-8656 then enter the meeting code: 941 661 9734. Or access this direct zoom link: <https://us02web.zoom.us/j/9416619734>.

- WHEN:**
- 1) **Monday September 25, 2023, 6:00 PM**
  - 2) **Wednesday September 27, 2023, 6:30 PM**

The agendas for the public hearings will be posted on the NRPC website under calendar of events. After the public hearings, the NRPC Board of Regional Commissioners will consider the request for regional approval, determination of energy compliance and confirmation of planning effort on September 27, 2023. The Board meeting will be a virtual meeting, credentials to access the meeting will be posted with the meeting agenda at [www.nrpcvt.com](http://www.nrpcvt.com).

For more information, please contact Catherine Dimitruk at NRPC, (802) 524-5958. Materials for municipal plan review are posted at [www.nrpcvt.com/municipal-plan-review-committee](http://www.nrpcvt.com/municipal-plan-review-committee).

