

**DRAFT MINUTES
TOWN OF SWANTON
SPECIAL SELECTBOARD MEETING
Town Office Building
1 Academy Street, Swanton, VT 05488
In-Person & By Zoom
WEDNESDAY, August 6, 2025**

Present: Joel Clark-Chair, Steve Bourgeois, Nick Brosseau, Earl Fournier, Nicole Draper-Members, Brian Savage-Town Administrator, Cathy Fournier-Town Clerk, Christina Candels-Assistant Town Administrator, Ed White Sr, James Foster, Lorna Meunier, Jay Meunier, Sargent Kyle Gagne-Swanton Village Police, Todd Minor, Sarah Minor, Alan Norris, Judy Ashley-McLaughlin, Chrisopher Boudreau, Edward Hemond, Vicki Hemond, Robert Krupp, Sally Krupp, Diane Toussaint, Michael Toussaint, Thomas F. Parah, Laz Scangas, Senator Randy Brock

Zoom: Emily Ledoux, Suzie Kelleher-Swanton Health Officer

A. Call to Order

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

B. Pledge of Allegiance

Mr. Clark led those in attendance in the Pledge of Allegiance.

C. Agenda Review

Mr. Clark reviewed the agenda.

Mr. Savage said Executive Session laws have changed, and they are now required to include more details as to what the Executive Session is for. They will remove tonight's Executive Session for contracts because the contract is not ready to be discussed.

D. Meeting Topics

1. Minutes

a) Regular Selectboard meeting of July 15, 2025

Mr. Bourgeois made a motion to approve the Regular Selectboard meeting minutes as written, seconded by Mr. Brosseau. Motion carried.

2. Public Comments

None

3. Law Enforcement

a) Swanton Police Department

Mr. Clark started by thanking Sargent Gagne for his effort he put into National Night Out. It was a great community event.

Sargent Gagne came before the board to share July 2025 incident analysis.

In July 2025 Swanton Village Police responded to 85 incidents. The top 10 incidents were as follows: 24 directed patrols, 13 traffic stops, 5 suspicious persons/circumstances, 4 alarms, 3 crash/property damage, 3 citizen assists, 3 disorderly conduct/noise, 3 agency assists, 3 juvenile problems and 2 motor vehicle complaints.

Of the 13 traffic stops, 6 tickets and 11 warnings were issued. All tickets and warnings were associated with traffic stops.

In July there were 4 arrests of 4 individuals resulting in 8 charges. 3 of the arrests were for instate warrants, 1 for resisting arrest, 1 driving with a criminally suspended license, 1 violating conditions of release, 1 aggravated assault, and 1 charge for burglary.

In July Swanton Village provided 4 additional hours of services.

Sargent Gagne shared updates from National Night Out, community members involved and how you can become involved with the annual event. This year was the largest turnout they have had in the 13 years they have been holding the event in Swanton. TDI cooked 300 hamburgers and 280 hot dogs for the event that were donated from TDI & Hannaford.

Sargent Gagne shared Swanton Village Police just acquired a new to them vehicle from a department in Florida. This is to replace one of the current vehicles they have. Swanton Fire Department is in discussions about taking one of the cruisers for a non-emergency vehicle from their fleet.

Sargent Gagne said the department was recently audited by the Vermont Criminal Justice Council of their 2024 training records. This went well.

Officer Badeau is a part-time officer and has recently taken a forensic interviewing class and can now assist the department if the Northern Unit for Special Investigations has previously handled. They also have a grant to fund \$20,000 of her time for these cases.

Mr. Fournier asked if this will be in addition to the hours Officer Badeau currently works? Yes, in addition to current part-time shifts.

Sargent Gagne said they currently have one part-time officer doing field training that is going well. She was certified full-time in Massachusetts, hopefully after this training the State of Vermont will give her a waiver to become a full-time officer. They are currently waiting for a current full-time liquor control officer to get his equipment. He worked for Vermont State Police out of Williston.

They currently have one candidate they are going to schedule interviews with, as they currently have two full-time officer openings. This candidate has no prior law enforcement training so it would be 7-10 months of training/field training.

It is difficult to hire level 3 certified officers as every agency is currently hiring.

This has been a conversation that they need to send someone to local job fairs for recruiting. Currently they do not have anyone dedicated to recruiting.

Mr. Bourgeois asked if the arrests were for local individuals? Yes, Franklin County residents.

Mr. Brosseau asked how vendors can reach out for National Night Out? Sargent Gagne said they can email him at Kyle.Gagne@Vermont.gov or vis Swanton Village Police Facebook page to be added to the vendor list.

b) Swanton Health Officer

Ms. Kelleher shared in July she has been checking for Cyanobacteria at the public beach and boat launches. Currently Maquam Beach is under caution.

Ms. Kelleher said she has also been monitoring the boil water order for Sunset Terrace trailer park. This is due to the park requiring work for the pump house. That is supposed to be taken care of yesterday 8/5/25 but the State has not lifted the boil water restriction yet.

Mr. Fournier asked Ms. Kelleher if she has done any testing for Cyanobacteria in the Missisquoi Bay area? Ms. Kelleher said no the State wants them to keep an eye on the public access area. Ms. Kelleher said she has been in contact with owners at Campbell's Bay Campground & Lakewood Campground and they both said they do keep an eye on it but where they are located, they do not usually have any issues. They are private property, and she does not keep track of those locations.

4. Residents of Maple Grove Estates Road Request

Mr. Clark started the conversation by asking who currently owns the road?

Ms. Hemond said her husband, Edward Hemond, is the owner of the road and has medical issues, and she will speak on his behalf.

Mr. Clark said the Town of Swanton has a road takeover policy. The policy requires the owner to have core samples of the road to be done.

Ms. Hemond has had this done and the results do not meet the standards in place for the Town of Swanton to take over the road.

Ms. Hemond shared the history of the development and how they as a development feel the Town should take over the 2nd portion of the road. Ms. Hemond feels the 2nd portion of the road is built the same as the 1st portion and the Town has not had to do any work to that part in over 20 years.

Ms. Hemond stated her husband was told verbally the Town over the road once the development was complete.

Mr. Clark said the core results done by Peter Mazurik clearly states the road does not meet the Town's policy. Mr. Clark read the results to the public from the samples.

Mr. Fournier, Ms. Draper, Mr. Brosseau and Mr. Bourgeois as Selectboard members all asked Ms. Hemond questions as the road owner.

Mr. Bourgeois asked if there were minutes of any meetings where the Selectboard said they would take over the road? Not currently available. These were verbal commitments.

Mr. Fournier would like an engineer report that states the road is built to A-76 standard. The letters Ms. Hemond referred to do not clearly say it was built to A-76 standard.

Mr. Fournier read a letter dated February 13, 2013, stating that the road appeared to be built to the approved design plans, local and State standards VTrans A-76 standards.

This was based on a visual review not core testing.

Board members said they did not feel they had enough information to make a decision.

Mr. Fournier asked if there is currently an HOA in place? No, they are in the process of starting one, but the homeowners are hoping the Town will take over the road.

Ms. Draper stated it is not just about plowing the road and maintaining it. Stormwater permits have a lot to do with these roads and that becomes the responsibility of the whole community when roads are taken over by the Town.

Alan Norris, Thomas Parah, James Foster, Todd Minor and Judy Ashley-McLaughlin all spoke as Maple Grove residents as to their belief in why the Town should take over the road.

Ms. McLaughlin shared her feelings on how Mr. Clark handled the conversation with Ms. Hemond.

Mr. Clark apologized to the residents and any future meetings for this development; he would not chair the meeting.

Mr. Clark said he was sorry if that was how people felt he was trying to speak, and Ms. Hemond was interrupting him when he was speaking.

Mr. Fournier asked Mr. Norris to leave them his packet of information for them to review, the conversation was no longer productive, the board did not vote to approve or deny the request.

Mr. Fournier made a motion to end the conversation on the Town taking over the 2nd portion of Maple Grove Estates, seconded by Ms. Draper. Motion carried.

5. New Town Business

a) Library Insulation Project recap

Mr. Scangas shared the report following the blower door test done after the project was completed.

Mr. Scangas said prior to the work the library was the blower door test showing the building at .85 for a leaky building. For reference a leaky building is .6, the standard energy code today is .3.

The blower door test results show the building is now .52, between the energy code and a leaky building. This is a huge improvement because they only dealt with the attic and the windows, nothing on the first floor or the basement.

Mr. Scangas said Vermont Gas is going to give the Town a rebate of \$4,800. Mr. Scangas said he submitted all invoices gathered from Mr. Savage.

Mr. Scangas said they would only give incentives from the insulation and the blower door test not the other work they had to do for the project.

The project did come in less than anticipated. They also fixed the entry way above the doors.

This should all help save on heating/cooling costs.

Mr. Scangas shared how accommodating Mr. Menard was for the whole project, no matter the changes he stepped up.

The board thanked Mr. Scangas for all the effort he put into this project. Mr. Fournier asked Mr. Scangas to give them a list of suggestions of things needed in the future for the building they can plan for.

Mr. Brosseau said he went to a recent Library Trustee's meeting, and they asked if the light fixture that fell down was going to be replaced? Mr. Scangas said he had

discussed it with Mr. Savage, and they were going to see how the lighting is without it because the fixture alone is \$2,000 and he had forgotten about following up.

Mr. Brosseau said the library would like it replaced.

Mr. Scangas will follow up with Mr. Savage in the fall when it is dark earlier to see how lighting is, if they need a replacement, they will find a less expensive solution. The electrician was asked to check the other light fixture secureness when he was there.

Mr. Brosseau will let the library know.

Mr. Scangas said the Railroad Museum building needs some TLC, and there is rot where they do not want it. This is a agenda item.

6. Highway Department

a) Opening Bid received on surplus dump truck

Mr. Clark said they received one bid for the sale of the surplus dump truck.

The bid was from Guilmette's Handy Man Service in the amount of \$3,500. Mr. Guilmette does not want the plow or the wing.

Mr. Savage said they are averaging \$12,000. The engine in this truck is why there is no interest in trading in or selling the truck. The Town put thousands into the truck regularly. International no longer makes the engine.

Mr. Fournier made a motion to counter Mr. Guilmette's offer to \$5,000, seconded by Mr. Bourgeois. Motion carried.

b) Awarding of Bid for new work truck cab and chassis

Mr. Savage said at the last meeting they opened the bids. The low bidder was for a 2026 Ford pickup truck from E. J. Barrette with the specs they were looking for in the amount of \$46,000. The bid listed some additional optional addon they could include, but Mr. Lapan said they did not need any of them except front wheel-well liners for \$180.

Mr. Brosseau asked if these trucks are test driven or have a mechanic inspect them? No, it is a brand-new truck. The bid did not include document fees and State taxes. The Town is exempt from tax and registration fees.

Nucar's bid was \$47,300 and Handy GMC was \$70,000.

Mr. Bourgeois said its also important to note Barrette Ford is a Swanton business and they are taxpayers.

Mr. Fournier made a motion to pay up to \$47,000 and the Town Administrator is authorized to sign the purchase documents, seconded by Mr. Brosseau. Motion carried.

The truck will be paid out of the Capital Reserve Truck Fund. Mr. Savage said that price is also contingent upon the Town signing up for Ford Fleet program and he will complete that.

c) Swanton Hill project update

Mr. Clark said the blasting has been completed and the highway crew has removed the last of the materials from the blasting. The blasting bid was for \$70,000. Ledge Tech's final bill came in at \$45,000.

The Highway crew did a great job removing over 9' of material in some areas. Mr. Clark asked the board if they wanted him to get paving bids so the road can be paved in the fall. Mr. Clark will get a paving bid from Hungerford Paving. They have done great work for Swanton Village this year. Pike was awarded over 500k in paving for the Town this year with the additional from the grant. Mr. Fournier asked if it would be too late in the season or the road will settle, to pave? Mr. Clark said he doesn't think so because of the ledge. Mr. Clark will bring a bid to the next meeting for the board to review.

d) Road Foreman phone

Mr. Clark said he feels the Town should pay all or a significant portion of the road foreman's phone bill. Mr. Lapan gets call around the clock and on vacation. Other highway employees only get called if they're called in. Mr. Lapan's phone number is also publicly posted in Town contacts. The board agreed they thought it was a Town phone. Mr. Clark will find out how much the bill is for the next meeting.

7. Old Town Business

a) Update on LVRT

Mr. Clark said the project is moving forward. The completion date has been changed from August 1, 2025, to September 19, 2025. The State is aware. Mr. Savage will wait to schedule a grand opening until the project is closer to completion.

Ms. Draper shared information from the Agency of Transportation if anyone would like to be a trail ambassador for that portion of the LVRT reach out to Ms. Draper at Swanton Rec.

b) Land swap update

Mr. Savage said the Town attorney's office said they have not heard from the other attorneys. Mr. Savage will follow up for the next meeting.

c) Welcome to Swanton Signs & VFW Sign

Mr. Clark shared the final design of the signs with the new logo. Mr. Clark said they are ready to order the four replacement signs. The board previously approved to spend up to \$10,000. These four signs will be \$8,400.

Mr. Clark shared a picture of what the 8'x16' sign by the VFW would look like with the same logo, Vermont crest and United States crest. The cost will be \$1,100 under the original amount allocated.

Next year Swanton Enhancement Beautification will plant flowers in front of the sign. The logo/crests will be made of aluminum and attached to the sign.

Mr. Fournier asked if the VFW owns the sign? The property yes but the sign was put in place by the Boys Scouts.

Mr. Clark will order them.

d) Update on Friends of Northern Lake Champlain meeting
Mr. Clark and Mr. Savage met with Bridget Butler to discuss the project. She is the advocate to connect the different agencies trying to improve the lake. She said they had taken that part of the project off the books. If the Town wants to have any meetings to promote lake quality, she is willing to help. The meeting was productive. Mr. Savage said Ms. Butler agreed there was a communication breakdown on there end there was never any communication that the Swanton Beach project included the Lasnier

e) Library Issues
Mr. Brosseau shared the Historical Society room suffered some water damage and would like a timeline when that will be fixed.
Mr. Savage said one ceiling tile needs to be replaced and they need to find a tile to replace it. Mr. Savage shared on July 3rd a storm with torrential rain came through the Village. The water on Grand Ave by the library was almost over people's tires. In the 30+ years the stormwater/sewer has been separated this was the first time this has happened.
Ms. Gaudette (Library Director) called Mr. Savage to let him know water was leaking in the basement. It was then discovered the water came in under the front door because of the wind. Ms. Gaudette cleaned up the water.
Mr. Savage said they could have someone put weather stripping under the door.

f) Ron Kilburn Railroad Museum building issues
Mr. Savage said he met with Jay Barney and his student interns in March, and they showed him the rot that Mr. Scangas discussed.
Mr. Savage would like to get bids to have it fixed and let the board make a plan.
Mr. Fournier suggested getting Mr. Scangas to look at it for recommendations.
The immediate need and a plan forward for the building to get estimates.
Mr. Bourgeois said the building is aged and could turn into costly repairs if it's not addressed. The roof was replaced.

8. Community and Economic Development

a) Report on Downtown Safety Improvements on-site meeting
Mr. Savage went to the meeting in the park July 31st. Local businesses, residents, Village staff and Mr. Savage attended. The Village has received a grant for traffic & pedestrian safety improvements.
Mr. Savage said the plan is to expand for more parking spaces at the end of Merchants Row and behind the buildings. Crosswalks will be realigned with bump outs. The intersection of Grand Ave & First Street will become a 3-way stop. This is planned for 2026/2027.
Mr. Bourgeois asked if the crosswalks will be painted? Mr. Clark said they are behind but believes the plan is before school starts for them to be painted.
Mr. Bourgeois said downtown looks beautiful but painting the sidewalks may help with the danger of crossing the streets.

b) Promote Swanton update

Mr. Fournier & Ms. Draper shared the business in a directory they have received so far that will be added to the website. Ms. Draper said the website developer will be working on this now, businesses are excited about this update.

Mr. Fournier said he still has places to visit to get them to send in their information.

Ms. Draper shared the brochure the youth intern has completed. WCAX came and did a nice piece on the youth internship program. Other than waiting for a clearer map from Northwest Regional Planning it is ready to have printed.

Ms. Draper has gathered quotes from places for printing. This was budgeted in the Promote Swanton line item. The board suggested getting 250 printed so it is ready to have at the LVRT trailhead and other locations.

Ms. Draper shared another thing Mr. Fournier mentioned was signage also called wayfinding. This could be helpful though out the Town/Village.

Ms. Draper shared examples of what this looks like in other communities.

Mr. Fournier thought this would be good at the LVRT trailhead. Yes, but AOT has signage as part of that plan/design.

The Town can add signage to the Fit & Healthy path directing people.

Ms. Draper said part of the cost of the logo design is a branding guide that will give them more information.

Ms. Draper said they should budget for additional signage to promote the community.

Mr. Fournier shared the website had the option for people to subscribe to information when it is posted on the website. This was not working but has been fixed. This is a good way to communicate with and inform people.

9. Any Other Necessary Business

Ms. Draper asked if there is any update on the 4th Street property where the Town garage used to be. Mr. Savage said the report is still the engineer to send to the State.

Mr. Savage will follow up.

Mr. Fournier suggested putting a notice on the property.

10. Correspondence

None

11. Public Comment (Reprise)

Emily Ledoux via zoom said she is the owner of 87 South River Street. Ms. Ledoux and her father have both contacted Mr. Savage & Mr. Clark asking if the Town will install guardrails along her property. This is a dangerous stretch of road. Multiple people have driven off into the yard when they don't make the corner. Two weeks ago, the mailbox was hit. Ms. Ledoux said she has kids, and they cannot use the front yard.

When the bridge was closed for repairs the Village did put up flashing poles and that helped, multiple poles were hit and destroyed. If you look on google earth of her property you can see tire marks in the yard.

Mr. Clark said he has spoken with her dad and the road foreman. In the short term they are going to put delineators back up and get a price for guardrails to be installed, before winter.

Mr. Clark said it is a valid concern and a dangerous area. Mr. Clark will keep her updated.

Mr. Bourgeois asked when they will see quarterly reports ending June 30th from Swanton Rec. Mr. Clark said they have been gathering information for the 2024 audit and the quarterly report will be available at the first selectboard meeting in September along with the Highway and General budgets. Mr. Clark said the lawnmower will be paid off by then. Mr. Bourgeois asked why it has not been paid off? That was a direct order, and someone did not take an order from the Selectboard. Mr. Bourgeois wants to know who did not follow through with this.

Ms. Draper shared information from the Missisquoi Valley School District Strategi Plan for the Future.

Ms. Draper shared the Draft Plan from Northwest Regional Planning for 2026-2032 is available online for everyone to review. Any feedback can be shared with Ms. Draper or Mr. Brosseau to bring to Regional Planning.

Ms. Draper shared a presentation from the meeting about Vermont Futures Project and how they are projecting Vermont's growth.

Mr. Clark wanted to thank Swanton Chamber and Swan Pond project. This took many volunteer hours to complete by several people.

Mr. Clark wanted to thank specifically TDI. The amount of time their vehicles and workforce were there was great to see.

Mr. Fournier made a motion to send a letter to TDI thanking them for their efforts for the Swan Pond on behalf of the community, seconded by Ms. Draper. Motion carried.

Mr. Brosseau said Suzzane Washburn put in a lot of work on the project and he would agree she deserves recognition as well.

12. Upcoming Events

- a) Saturday – August 9, 2025 – 3rd Annual Corn Fest – Swanton Rec Field –
3:00 pm to 7:00 pm. 5k & Corn Hole Tournament -2:00 pm
- b) Tuesday – August 19, 2025 – Regular Selectboard Meeting – Town Offices
6:00 pm
- c) Thursday – August 28, 2025 – DRB Meting – Town Offices – 6:00 pm

Mr. Brosseau said there is a BCA hearing on August 13, 2025, at 10:00. Mr. Brosseau said all Selectboard members are BCA members. Mr. Savage said that it is murky because they are supposed to be on the side of the Listers.

Mr. Savage will research and let the board know if they need to attend.

This is for property taxes, abatements and grievance hearing.

13. Adjourn

Mr. Fournier made a motion to adjourn the meeting at 8:18 pm, seconded by Mr. Brosseau. Motion carried.

Respectfully Submitted by
Christina Candels-Assistant Town Administrator