

**DRAFT MINUTES
TOWN OF SWANTON
SELECTBOARD MEETING**

**Town Office Building
1 Academy Street, Swanton, VT 05488
In-Person & By Zoom
Tuesday, October 7, 2025**

Present: Joel Clark-Chair, Nicole Draper, Steve Bourgeois, Nick Brosseau, Earl Fournier-Members, Brian Savage-Town Administrator, Christina Candels-Assistant Town Administrator, Bob Nielsen, Chief Matthew Sullivan,

Zoom: No Attendance

A. Call to Order

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

B. Pledge of Allegiance

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

C. Agenda Review

Mr. Savage requested to add a letter from Rick Cumming regarding Jerrymill Lane under Highway.

Mr. Savage requested to add under Library repair updated quotes for the sprinkler system.

D. Meeting Topics

1. Minutes

a) Regular Selectboard meeting of September 16, 2025

Mr. Bourgeois made a motion to approve the Regular Selectboard meeting minutes of September 16, 2025, as written, seconded by Mr. Brosseau. Motion carried.

2. Public Comments

None

3. Law Enforcement.

a) Swanton Police Department

Chief Sullivan came before the board to share the September incident analysis.

In September Swanton Village Police responded to 113 incidents in the Town of Swanton.

The top 10 incidents were as follows: 30 traffic stops, 9 sex offender registry checks, 6 crash, 6 property damage, 6 suspicious pers/circumstances, 6 citizen assists, 4 welfare/suicide check, 3 agency assists, 2 fraud and 2 thefts.

All tickets and warnings were associated with traffic stops resulting in 3 arrests of 3 individuals.

Swanton Village Police provided 24.5 hours of additional services outside of contract hours.

Chief Sullivan shared they have a new part-time officer who is helping with traffic enforcement.

Mr. Bourgeois asked Chief Sullivan if traffic stops are typically for the same thing? For example, speed? Chief Sullivan said they are all over the board, but speeding stops are high on the list. Chief Sullivan has shared the traffic data from the counter on Bushey Rd. Chief Sullivan said speed is an issue everywhere and shared examples.

Mr. Brosseau noted the reporting of sex offender registry checks, is there a reason for that? Chief Sullivan said they previously didn't do these checks, but they were sent a packet with a list of individuals that needed to be checked, and they will do this when they have the capacity to do so.

Mr. Bourgeois asked if they have more than 6 sex offenders in Swanton? Ms. Draper said there are 19 on the registry. There is a website this can be reviewed on.

Mr. Clark asked for the Chief to place an officer on Maquam Shore Rd 5pm-6pm. They have a vehicle that goes through around 7:30 am and 5pm-6pm in the evening at a very high rate of speed with a loud car. Mr. Bourgeois said he believes the vehicle is going 90 mph or more, someone is going to get hurt.

Mr. Clark asked the Chief if they had information on the individual walking around the village masked. Chief Sullivan said they had plenty of questions on this individual. Thus far this individual has been unwilling to interact with officers. They are not aware of them engaging in any criminal activity to justify them to detain them and forcing them to identify themselves.

They are still around and staying at the Swanton Motel they believe, they have been seen entering the Swanton Public Library.

Chief Sullivan shared the information on the drug bust that resulted in 8 arrests, it shows how they are not equipped for that level of arrests. Chief Sullivan shared they had 8 officers on scene, and it was logistically above their capabilities. Chief Sullivan shared that it is an example of how bad drug activity is in the community. They seized 200 grams of crack cocaine, 127 bags of fentanyl, and over \$5,000 in cash.

It also speaks to the system because the individuals had no records where they were from the States Attorney did not feel the courts would give them more than 6 months if convicted even though they were hitting the top of the statutes quantities to be trafficking levels. That is a bigger criminal justice issue. They were all released or bailed out the same day. Chief Sullivan shared that he charged them with felony unlawfully trespassing, but the judge did not find probable cause because of the way the statute is written.

Mr. Bourgeois asked how they came up with the bail money? Chief Sullivan said someone posted bail for them, but to have that quantity they are tied into a larger source. The board thanked Chief Sullivan and all of the officers for their hard work on this.

b) Swanton Health Officer

The board reviewed the report from the Health Officer. Ms. Kelleher said things had slowed down and in September she went to a property for a mold inspection.

4. Highway Department

Mr. Clark shared his Highway Department update.

Mr. Clark said the crew has been working on the town garage entrance for paving. The roads that have been paved, and they have worked on the roadsides with stone and topsoil.

Mr. Clark said they have been hauling sand, mowing and vehicle maintenance.

Mr. Clark said paving is complete and they will be billed in three separate bills, for the regular roads, Swanton Hill and Maquam & County Rd that will be submitted for the 80% grant reimbursement.

Mr. Clark said the Brooklyn St easements are prepared, one has been signed by the landowner, and the other has not signed yet.

Mr. Clark said the double lines have been painted on the roads.

They have received the Barry Rd culvert estimate at \$750,000. Mr. Clark said the max grant they can receive is \$200,000 and they will apply for that. Mr. Clark said they need to have a bigger discussion about the road and culvert, as it has very little use from Swanton residents.

The new $\frac{3}{4}$ ton truck was picked up last week.

Mr. Clark said in the packet is include a letter request from Richard Cummings regarding the Town taking over Jerry mill Lane, also included is a letter from 2023 from the engineer Peter Mazurak. This will be added to the next meeting's agenda.

5. Old Town Business

a) Ronald Kilburn Railroad Museum update

Mr. Savage said the grant application has been submitted for 50% of the eligible repairs. (Half of \$32,858.00)

Mr. Savage shared the repair cost of Menard Handyman & Property Maintenance is \$32,858.00 and \$16,500.00 for a full painting job of the building. Totaling \$49,358.00 less \$16,429.00 if the grant is approved. This work will be completed in the spring.

Mr. Clark said he walked around the museum with Mr. Fournier, and they shared there is 2-4 hours of work that could be done now to button the building up for the winter.

Mr. Savage will reach out to Mr. Menard for the cost of this and taking down the ornament, which is a safety concern.

b) LVRT update

Mr. Clark shared the LVRT trailhead is substantially completed. The metal is not on the roof yet and is anticipated to come in soon.

Mr. Clark said they need a porta let delivered as the contractor has taken theirs. They need to decide if they are going to keep it for the winter as well as build a budget for the trailhead for electricity & water as well.

The trailhead looks beautiful they did a great job.

Mr. Clark said has reached out to the individual putting in cameras for the Village for a price for them there.

Mr. Clark said they have discussed having an opening ceremony. The board agreed to have the ceremony in the Spring.

Ms. Draper said questions from the trail ambassadors have been the need for mowing and pressure issue with the bubble? Mr. Clark said the Highway crew will take care of the

mowing and they will fix the bubbler. Mr. Clark said the bubbler is made for winter, but they think it should be turned off for the winter as the cost was \$9,000 just for the bubbler.

Ms. Candels will order a handicap portalet to be delivered this week.

c) Discussion of Special Funds

Mr. Clark said they received \$1,249,506.37 and still have \$161,284.84 uncommitted for projects. Mr. Clark said they will not use all of the amount committed to the LVRT as well.

Mr. Clark suggested they also have the Recreation Commission come up with a plan for the remaining \$569,622.85 and bring it to the Selectboard.

Mr. Bourgeois suggested moving some of these funds into a CD to make a better return on interest. Mr. Bourgeois will discuss this with Ms. Cathy Fournier.

Mr. Fournier said they need to agree on what they are going to do for recreation as they know there is a need. Mr. Savage will invite the Recreation Commission to bring their plans to them so the Selectboard can make a commitment.

Mr. Brosseau said as a member of the Historical Society should the board make a presence of funding for the Roy's Insurance building?

Mr. Brosseau reminded the board of a previous meeting when the Historical Society came requesting support from the Selectboard in buying the Roy's Insurance building. After that meeting the building was donated to the Historical Society, and since then they have not received any request or generation of money.

Mr. Brosseau feels they need to give them an answer either way but has not seen any action.

Mr. Bourgeois said he felt the board should have been informed of the acquisition of the building and wants to make sure the Town does not end up with another building to take care of. The Selectboard agreed they did not want another building to take over and care for, or the operations and maintenance.

Mr. Fournier said they also need a parking plan for the building.

d) Update on MVSD Land Swap

Mr. Savage shared he spoke with Farm Credit East who had the mortgage on the property. The mortgage has been paid off but it appears the customer did not have the mortgage discharge recorded. They are going to work with Jesse Bugbee's office for a discharge and recording to move forward.

d) Swanton Public Library elevator update

Mr. Savage shared he reached out to the salesman they worked with when they purchased the heating system.

They were able to get a recap of what happened with the pump and how it should be fixed as well to make sure it doesn't happen again.

Mr. Savage shared the sprinkler heads in the attic that need to be replaced due to age and the estimate from R&R Sprinklers, Inc, for this is \$5350.00.

They provided an additional quote for the front entry way loop that needs some repairs that will be \$1,940. This will require the library to be closed for a day also.

Mr. Bourgeois asked where the money would come from? Mr. Savage said they will need to go over budget in the maintenance budget, or they can use the Special Funds for the library repairs that were under budget.

Mr. Fournier made a motion to accept the R&R Sprinklers Inc proposal in the amount of \$7,290.00 for both quotes to repair the sprinkler heads and the funds will come from the existing Special Funds for library repairs, seconded by Mr. Brosseau. Motion carried.

Mr. Savage will follow up with Alliance for the pump repairs and an alarm system under the elevator.

e) Former Town Garage property update

Mr. Savage said he has spoken with the engineer at Atlas and the lady from the State needs more time to review. Mr. Clark asked Mr. Savage to call her each week from now on. Mr. Clark said one of the suggestions was to add 18" of fill to the lot, and there is a difference of elevation that currently exists. Mr. Clark will measure the depth, so they have that when they hear back from the State.

6. New Town Business

a) Letter of Support for Green Mountain Welding

Mr. Savage, shared with FCIDC, is assisting Green Mountain Welding in receiving a grant to purchase a piece of equipment. They are seeking the Town and Northwest Regional Planning to send letters of support for the grant.

Mr. Fournier made a motion to send a letter of support from the Selectboard to Green Mountain Welding, seconded by Ms. Draper. Motion carried.

b) Appointment of Deputy Zoning Administrator

Mr. Savage said he is the Deputy Zoning Administrator and Ms. Candels has assumed this role since Ms. Giroux has returned. Mr. Savage will stay as a Deputy Zoning Administrator as well.

Mr. Brosseau made a motion to appoint Christina Candels as Co-Deputy Zoning Administrator, seconded by Ms. Draper. Motion carried.

c) Discussion with Franklin County Sheriff John Grismore on speed and traffic enforcement.

Mr. Savage discussed the Selectboards interest over the phone. Mr. Savage shared that Sheriff Grismore said they would be interested in this at the rate of \$95 per hour and would seek a 1-year contract. They could negotiate the number of hours provided. Sheriff Grismore said they would need to pair the shifts with other towns. Sheriff Grismore said they would be willing to do it on a trial basis.

Mr. Bourgeois said if they do this, they need to be definitive on what they want done, stop speeders, come down hard on them and do they make money off the fines. Mr. Savage said he was unsure on the fines, but the Sherriff makes 5% off any contract. Mr. Bourgeois said they also need to make sure the Village understands they are satisfied with them and that is not why they are doing this a not show the slightest concern over there performance, this is a sensitive issue. The board agreed to have a conversation with the Village Trustees first. The Village Police don't have the extra time right now. They agreed they have a speed enforcement problem. Mr. Savage will find out how much the Town would receive in revenue for tickets issue.

d) Missisquoi Street

Mr. Savage shared there is an individual who is interested in doing a development and would like to know if the Town would allow access to his development from Missisquoi Street if he proceeds, as a Town owned Rd. This is the old railroad bed. The individual is currently working with an engineer to see what their options are.

7. Community and Economic Development

a) Update on Promote Swanton

Mr. Fournier said the contract they have with Ecopixel for the website updates does not include adding the branding/graphic design they have received.

Ecopixel has completed the update they contracted for and has not gone live yet.

Mr. Fournier feels it is very important to continue this and include the branding to enhance what they have done.

Ms. Draper said they are looking to add the logo created for the new welcome signs and include brand consistency and marketing. This would be taking the website and making it more cohesive website.

Mr. Fournier said this update would bring the website into the 21st century and make the website more user friendly.

Mr. Fournier said what they have done looks great and this will make it better.

The Selectboard has scene the new updates and drone pictures.

Ecopixel has provided a quote for adding the branding and the contract cost is \$3,375.

Ms. Draper said they can also discuss this with the Village Trustee's before moving forward.

Mr. Clark said that it would be a great plan to review with the Village as it is a joint website.

Mr. Fournier said he would like to send postcard mailings to the residents after the website is live to let them know and to encourage them to sign up for notifications.

Ms. Candels will reach out the company they worked with previously for postcard mailings.

They can also add additional information to the postcard.

Mr. Fournier thinks this can encourage more community environment.

8. RECESS SELECTBOARD MEETING AND ENTER LIQUOR CONTROL BOARD

Mr. Brosseau made a motion to recess the Regular Selectboard Meeting and enter the Liquor Control Board meeting at 7:34 pm, seconded by Ms. Draper. Motion carried.

- a) Stewart's Shops License renewals.
Ms. Candels said Stewart's Shops has not had any violations.

Mr. Fournier made a motion to approve the renewal of Stewart's Shops 2nd-class Liquor License, Tobacco and Tobacco Substitute License, seconded by Ms. Draper. Motion carried.

Mr. Brosseau made a motion to adjourn the Liquor Control Board meeting and re-enter the Regular Selectboard meeting at 7:35 pm, seconded by Ms. Draper. Motion carried.

9. Any Other Necessary Business

Mr. Bourgeois asked the Selectboard members if in the future they should consider the sale of the Swanton Public Library. Mr. Bourgeois expressed his concern about the amount of money they have invested in the library and whether they should consider selling the building to a non-profit or investor. They could then take over the ownership and maintenance and lease it to the library.

Mr. Clark said this would need voter approval to buy/sell real estate.

Mr. Bourgeois said we keep spending more money and nothing is convincing they are at the end of this.

Ms. Draper said she feels they are catching up to things that have been overlooked for years and the improvements they have made, they are in a better spot than they have been in a long time. Ms. Draper's hopes that this will ensure the building continues to be an asset to the community & taxpayers instead of a liability.

Mr. Clark said he thinks they should have someone, for example Mr. Scangas, go through the building and give the board a report of anything that will need to be addressed. They have replaced the furnaces, insulated the attic, basement flooding repaired, slate roof is good.

Mr. Bourgeois said it is a beautiful old building, and the library does great things, just does not want to see it become a liability.

Mr. Fournier said he does not see it as a liability, even if someone else buys it any maintenance company buys it, those costs will come back to the taxpayers.

Mr. Brosseau said even if someone else buys it they are not going to make a profit from the library. It is a public service to the Town.

10. Correspondence

None

11. Public Comment (Reprise)

None

12. Upcoming Events

- a) Tuesday – October 14, 2025 – Planning Commission – Town Offices – 5:00 pm
- b) Wednesday – October 15, 2025 – 2025 **Real Estates Taxes Due** – 5:00 pm
- c) Tuesday – October 21, 2025 – Selectboard Meeting – Town Offices – 6:00 pm
- d) Thursday – October 23, 2025 – DRB – Town Offices – 6:00 pm

Mr. Clark said they should plan to receive quarterly budget updates for the first meeting in November. Mr. Bourgeois said he had asked for a better library budget update and has not seen that. Mr. Brosseau as the library leason will follow up on that.

13. Adjourn

**Mr. Bourgeois made a motion to adjourn at 7:41 pm, seconded by Ms. Draper.
Motion carried.**

Respectfully Submitted by
Christina Candels-Assistant Town Administrator