

**DRAFT MINUTES
TOWN OF SWANTON
SELECTBOARD MEETING**

**Town Office Building
1 Academy Street, Swanton, VT 05488
In-Person & By Zoom
Tuesday, November 4, 2025**

Present: Joel Clark-Chair, Earl Fournier, Steve Bourgeois, Nicole Draper, Nick Brosseau-Members, Brian Savage-Town Administrator, Cathy Fournier-Town Clerk, Christina Candels-Assistant Town Administrator, Bob Nielsen, Fernand Gagne, Heather Lavoie, Katie Underwood, Ron Underwood, Sarah Noel, 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. Clark requested to add sale of a heater under Highway Department.

Mr. Savage requested to add executive session for Personnel.

Mr. Clark requested to add Local Option Tax discussion under Any Other Necessary Business.

D. Meeting Topics

1. Minutes

a) Regular Selectboard meeting of October 21, 2025

Mr. Brosseau made a motion to approve the Regular Selectboard meeting minutes of October 21, 2025, seconded by Mr. Bourgeois. Motion carried.

2. Public Comments

None

3. Law Enforcement.

a) Swanton Police Department

Chief Sullivan came before the board to share October 2025 incident analysis.

In October Swanton Village Police responded to 100 incidents in the Town of Swanton.

The top 10 incidents were as follows: 32 traffic stops, 23 directed patrols, 6 motor vehicle complaints, 6 suspicious persons/circumstances, 4 agency assists, 4 citizen assists, 3 crashes, 2 property damage, 2 alarm, 2 juvenile problems.

Out of the 32 traffic stops 15 tickets and 28 warnings were issued.

There were 10 arrest charges of 4 individuals.

Chief Sullivan said he had reached out to Mr. Savage about putting no parking signs at the railroad depot during the evening/overnight. This will assist the police in the loitering that is happening at those times.

Mr. Savage said they have ordered “No Parking Dusk till Dawn” signs.

In October Swanton Village Police provided 14 hours of additional services. Chief Sullivan said he participated last week in Use of Force instructor training at the police academy. This was a full week of training. He will now be able to provide the annual training to officers.

Mr. Clark said he noticed they have a second school resource officer now. Chief Sullivan said yes, they are assigned to Swanton, Highgate & Franklin elementary schools.

The officer will be available to the police like other officers during school vacations/summer. The officer has been busy and was surprised by the number of issues thus far. They have received a lot of positive feedback.

Mr. Brosseau asked if incidents from the resource officer are included in this report?

They should but it pulls data by the Town, but the Elementary is in the Village.

Mr. Bourgeois noted the officers in October were all over. It was nice to see the coverage. Chief Sullivan said it has helped the new part-time officer has been picking up some Governors Safety shift for traffic patrol.

Mr. Clark asked if most traffic stops are for speeding, and the other issues are discovered? Yes, without registration stickers. The temporary registration rules are expected to change too.

Mr. Fournier noted a traffic stop for 85 mph, with an arrest. Was there something else they were arrested for? No, the arrest was for excessive speed. Over 40 mph you can be arrested and receive a ticket.

Mr. Savage asked if the Village was quiet for Halloween? Yes, they had additional officers on as well.

Mr. Savage asked if the 1st meeting of the month is still working, with the reports coming to the Town electronically ahead of time. Chief Sullivan said it is up to the board he is flexible.

Chief Sullivan will now come to the 2nd Selectboard meeting of the month.

4. Highway Department

Mr. Clark said there is two old heaters that are not used at the Town garage. These came from the old Town garage at least 12 years ago. The Town garage has different heaters if they need them.

Mr. Lapan would like to buy one of the heaters they do not use for \$200.

Mr. Fournier said they don't use them and they are taking up space.

Mr. Fournier made a motion to \$200 for both heaters to Mr. Lapan, seconded by Mr. Brosseau. Motion carried.

5. Old Town Business

a) Ronald Kilburn Railroad Museum update

Mr. Savage said he met with Mr. Menard a couple weeks ago so he could provide a quote for the items that can be done this fall. The amount is \$750, and he will do the work on November 19th.

The application for the grant is in process; they wanted more pictures. Ms. Candels went and took more pictures, and they have been submitted.

Mr. Fournier asked if they would take down the scroll this fall? Yes.

b) LVRT update

Mr. Clark said the only thing left is the roofing materials that is supposed to be done this week.

Mr. Clark said they should discuss with Swanton Rec at the next meeting, who will maintain the trailhead. Mr. Clark feels the Rec department should take care of the day to day and the Highway department can take care of the snow removal.

Mr. Clark said the camera system should be accessible by the Town Administrators office

Mr. Clark said they will need to budget for electricity, water, portalet and maintenance.

Mr. Savage will add the property to the Town insurance property.

Mr. Clark said they should work on marketing, kiosk, special events and the ribbon cutting ceremony in the spring.

Mr. Bourgeois asked if they have mile markers on the trail, some districts sell advertising space on the mile markers. This could be something added the "Fit N Healthy" path. The State will control what can be added to the LVRT.

Mr. Clark said they can check with there contact.

c) Update on MVSD Land Swap

Mr. Savage said he had a conversation with Mr. Rowell this morning and he has a meeting with his attorney today. Mr. Savage will follow up with Mr. Rowell.

d) Swanton Public Library elevator update

Mr. Savage shared a memo he received from Alliance on 10/23, and they feel with the amount of water that comes into the elevator shaft they need a long-term solution. Mr. Savage has not heard anymore form them.

The board agreed if they do not respond the Town should seek another contractor for this.

Mr. Savage will follow up with Alliance.

e) Former Town Garage property update

Mr. Savage received an email today and the State is acceptable to the report.

Mr. Savage will set up a conference call with the engineer so they can move forward.

6. New Town Business

a) Franklin County Field Days – Discussion of possible site in the Town of Swanton

Mr. Gagne came before the board to share they have been asked to move from their location, and they are having a hard time finding a location. Mr. Gagne said they are thinking of a mobile fair for a couple of years until they can buy land. They are seeking about 100 acres.

Mark St. Pierre has said they can use his land adjacent to Tractor Supply on Highgate Rd so they can put on a small fair. Before they move forward, they want to ensure the Town of Swanton will support this.

Mr. Savage questioned if they would need DRB approval or Act 250. Mr. Savage will discuss it with the Zoning Administrator and let Mr. Gagne know.

Mr. Clark felt that with no buildings it's more of a public event.

Mr. Brousseau expressed his concern about the traffic and sound. Mr. Gagne said they hired the sheriff's department to help as well, but it is only a three-day fair.

Ms. Noel said it is in the very early stages of planning, they just wanted to ensure the Town supports the idea first.

Mr. Bourgeois and Mr. Clark said they need to find a way to make it work.

Ms. Noel said they are searching for land, would the Town of Swanton be accepting if they were to purchase land in Swanton?

Mr. Fournier asked if they are tax exempt? Yes, they are a non-profit and pay no property taxes.

Mr. Fournier made a motion that the Swanton Selectboard would support the Franklin County Field Days efforts as long as they can address any issues for next year, seconded by Mr. Bourgeois. Motion carried.

Mr. Clark said he fully supports and agrees with anything they can do to make this work they will.

Ms. Noel asked if the Town of Swanton owns land on Woods Hill Rd? No that is owned by Swanton Village. That is about 100 acres, they previously used to spread sludge from the wastewater plan on.

b) Quarterly Financial Reviews

1) Swanton Public Library

Tabled until another meeting.

2) Swanton Recreation

Mr. & Ms. Underwood to discuss the 3rd quarter reports ending 9/30/25.

Board members asked for clarification on a grant received from MVSD, that was used to pay summer staff.

Donations for Cornfest were down for 2025.

Special Funds/Restricted Donations are accounted for along with the recreation checking account balance. Special Funds are in the money market account.

Everything is on target for the year.

3) General Account

Ms. Cathy Fournier shared the budget through 11/4/25.

Mr. Fournier asked why Animal Control line item is over? ACO has had to kennel more animals.

Ms. Cathy Fournier said appropriations need to be paid for the year as well as remaining payments for Library and Rescue.

The miscellaneous line is over; some will be reimbursed.

4) Highway Account

Mr. Fournier clarified the road resurfacing line is over because \$136,000 of that will come back from the grant.

Road Improvements are over because it doesn't show the carry over from last year.

Salt & Sand bills still need to be paid.

5) Swanton Public Library-Town Building & Payroll

Line overages noted are the elevator repairs.

c) DRB members request for tablets

Ms. Candels shared at the last DRB meeting the members have again expressed they would like a Town issued tablet/device to conduct business on. This would also allow them to search for things digitally during meetings for example and eliminate the need for paper copies of applications and books.

Ms. Candels spoke with Peter Smith whom the Town contracts with for technical support and he provided two suggestions for tablets.

The device price is \$480.

Ms. Candels said if the board agreed to move forward with this the emails would be added to the device as well as the emails will be changed to the individual's name.

Mr. Bourgeois said these would pay for themselves, paperless. Ms. Candels would no longer need to deliver things to board members.

Mr. Bourgeois said he wholeheartedly supports this and it should be done for the Selectboard as well. This would eliminate so much paper.

The board would like Ms. Candels to follow up with Mr. Smith to see if there is any other costs and software support needed for a total cost as well as any annual costs needing to be budgeted for.

Mr. Fournier said this would be ideal for all board members and a good use of Special Funds.

7. Community and Economic Development

a) Update on Promote Swanton

Mr. Fournier said the branding is in the process of being added by Ecopixel.

They have gone live with the current changes.

Ms. Candels brought the website up on the screen.

Ms. Draper has more business and pictures for Ms. Candels to add.

Ms. Candels shared from the last meeting the request to add the website, branding and QR code to the Town trucks. Ms. Candels has one quote, will have two quotes for the next meeting.

8. Policy Review

a) Personnel Policy

Discussion for Personnel Policy changes are:

- Evaluations listed in the policy, elected officials are listed, they are not evaluated by the selectboard. Town clerk evaluates the Assistant Town Clerk.
Who evaluated the road commissioner?
The policy does not refer to a wiring diagram/who reports to who.
- Evaluation Forms
- Merit raises are listed, this is not a practice followed, employees get across the board raise.

- Holidays need to be edited.
- Check phone numbers for state agencies.
- Language correct for parental family leave act changes of 2023 & 2025
- Appropriate language in technology section. (Ms. Draper will send suggested changes to Ms. Candels) to include tablets/devices.
- Stipend for Highway Foreman
- Correct spelling errors

Mr. Clark clarified the difference for personal use vs. personal gain.

9. Any Necessary Business

a) Local Option Tax Public Hearing Wednesday, November 12, 2025

Mr. Clark shared a draft of suggested talking points for the Public Hearing.

This proposed LOT would be restricted to capital improvements in Swanton.

10. Items for Regular Selectboard Agenda of November 18, 2025

a) Discussion of Summer & Winter maintenance of LVRT Trailhead

Mr. Clark said the Recreation board will be at the next meeting and this item will be on the agenda.

11. Public Comment (Reprise)

None

12. Upcoming Events

1) Wednesday, Nov. 5, 2025 – 12:00 noon – Special Selectboard Meeting site visit

Jerrymill Lane

2) Saturday, Nov. 8, 2025 – 9:00 am – Flags for Vets Set-up – 9:00 am – Academy Street

3) Monday, Nov. 10, 2025 – 5:00 pm – Planning Commission – Town Offices

4) Tuesday, Nov. 11, 2025 – Veterans Day Holiday – Offices and Operations – CLOSED

5) Wednesday, Nov. 12, 2025 – Public Hearing – Local Option Tax – 7:00 pm –

Swanton Village Complex

6) Tuesday, Nov. 18, 2025 – Regular Selectboard Meeting – 6:00 pm – Town Offices

7) Thursday, Nov. 20, 2025 – DRB Meeting – 6:00 pm – Town Offices

13. Executive session (Personnel)

Mr. Brosseau made a motion to enter executive session at 7:53 pm, seconded by Mr. Bourgeois. Motion carried.

Ms. Draper made a motion to exit executive session at 8:08 pm, seconded by Mr. Fournier. Motion carried.

Action Taken:

The board discussed Personnel and gave the Town Administrator guidance.

14. Adjourn

Mr. Fournier made a motion to adjourn the meeting at 8:08 pm, seconded by Mr. Brosseau. Motion carried.

MOTIONS FOR ENTERING EXECUTIVE SESSION

MOTION #1: I move **that we find** that we enter executive session for the Selectboard to receive confidential contract, personnel, Legal or Real Estate information for which the premature disclosure of it to the general public would clearly place the Selectboard & others at a substantial disadvantage.

MOTION #2: I move **that based on our just made findings** that premature disclosure would place the Selectboard & others at a substantial disadvantage, we enter executive session.

Respectfully Submitted by
Christina Candels-Assistant Town Administrator