

**MINUTES
TOWN OF SWANTON
SELECTBOARD MEETING**

**Town Office Building
1 Academy Street, Swanton, VT 05488
In-Person & By Zoom
Tuesday, February 3, 2026**

Present: Earl Fournier-Vice Chair, Nicole Draper, Nick Brosseau, Steve Bourgeois-Members, Cathy Fournier-Town Clerk, Brian Savage-Town Administrator, Christina Candels-Assistant Town Administrator, Bob Nielsen, Ron Underwood, Jame Guilmette, Josh Aldrich, Kim Rappano

Absent: Joel Clark-Chair

Zoom: No Attendance

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 requested to add lighting update to the library update.

D. Meeting Topics

1. Minutes

a) Regular Selectboard meeting of January 20, 2026

Mr. Bourgeois made a motion to approve the Regular Selectboard meeting minutes of January 20, 2026, as written, seconded by Ms. Draper. Motion carried.

2. Public Comments

None

3. Law Enforcement

a) Health Officer Report

The board reviewed the January Health Officer's Report.

Mr. Savage will follow up with Ms. Kelleher regarding the dog bite in her report and email the board.

4. Highway Department

No update.

5. Old Town Business

a) Utility Costs of Railroad Depot

Ms. Cathy Fournier shared for 2025 the cost of the utilities was \$5,502.05. This is for electricity, water, internet, alarm monitoring service and propane. This does not include any building repairs.

Mr. Savage is working with Historical Preservation and has accepted the approved \$3,900.00 grant. In July the State will let the Town know if they receive any money back from organizations and municipalities. The Town is on the top of the list for this.

b) Winter Road Policy

Ms. Candels previously emailed this updated policy to the board members to include language for mailboxes.

Mr. Bourgeois made a motion to adopt the updated Winter Maintenance Policy as written, seconded by Mr. Brosseau. Motion carried.

This will be updated on the website.

c) Update on Town Office Building

Mr. Savage said Vermont Gas has offered to do an energy blow-test on the Town Office free of charge.

This will be done on March 3, 2026, as the office will be closed for Town Meeting Day.

Once Mr. Savage receives the results of that, Mr. Scangas will give suggestions for the building.

d) Update on Dog Licensing

Mr. Savage spoke with Mr. Benson regarding the increasing number of unregistered dogs. Mr. Benson said the only time he can seize an unregistered dog is if the dog is off its own property. In order to seize a dog on its own property you need a warrant. The current shelter the Town contracts with is full and not taking animals because they are full but should be taking animals soon.

Another issue is if the dog needs to be registered it needs its rabies vaccine, currently it is hard to find a veterinarian taking new patients.

Ms. Draper asked if it would be worthwhile organizing a rabies clinic in Swanton?

Ms. Cathy Fournier will contact veterinarians to see if one can be scheduled for Swanton prior to the date dog licenses are due. Tractor Supply does have a mobile vet clinic once a month.

e) Update on Library Elevator & Lighting

Mr. Savage said he sent out an RFP to three plumbing companies, and they are due back Friday. The RFP is from the engineer that worked with Mr. Scangas.

Mr. Savage is going to see if it's possible to have the annual elevator inspection done at the same time if it is possible. The plan is to get the pump replaced before the spring thaw.

Mr. Savage received an email from Abby at the library sharing the lighting was poor outside and in the vestibule area. Mr. Savage and Ms. Candels went to check on the ice on the building since the work was done and noticed the lights the library has put up need to be charged each day.

Ms. Candels contacted three electricians, and one responded with a quote to install permanent lights and a switch in the vestibule area, G & G Electric in the amount of \$1,250.00.

Mr. Bourgeois made a motion to approve G&G Electric quote in the amount of \$1,250.00, seconded by Mr. Brosseau. Motion carried.

This will come out of the maintenance of the library building.

Also noticed the spotlight outside that points toward the building is not working, Swanton Village will fix the light as soon as possible.

f) Amended Personnel Policy

Ms. Candels shared the changes from the last draft include the addition of employee reviews and linking the review form, and job applications.

Mr. Bourgeois asked if the policy covers full-time & full-time employees? Yes.

Mr. Brosseau made a motion to approve the Personnel Policy as amended, seconded by Ms. Draper. Motion carried.

6. New Town Business

a) Bid opening for demolition of 366 North River Street

Mr. Savage received 4 bids as follows:

- 1) Complete Demolition Services \$26,420.00
- 2) Guilmette's Handyman Services \$26,000.00 less \$5,000.00 for salvage, total \$21,000.00
- 3) Menard's Handyman Services \$33,500.00
- 4) FRL-First Response \$22,180.00

Mr. Savage reviewed each bid are opening them that they included the required paperwork.

Mr. Bourgeois made a motion to award the low bidder, subject to verification of the bid by the State, in the amount of \$21,000.00 to Guilmette's Handyman Services, seconded by Ms. Draper. Motion carried.

b) Proposed Health and Safety Ordinance

Mr. Savage previously shared this with the board and asked if they had any changes or suggestions.

Mr. Bourgeois asked if they were going to need to appoint someone to do this? Yes, Ms. Kelleher, when they began this process offered to enforce this ordinance. Mr. Savage will discuss the stipend amount with Ms. Kelleher.

Mr. Brosseau reviewed the fine amount.

All the board members agreed it was well written.

The ordinance is different from the Health Officer's role because this is designed to target blighted properties.

This is a new ordinance and will need to be posted for 60 days before it goes into effect and posted in the newspaper.

Mr. Brosseau made a motion to adopt the Health and Safety Ordinance as written, seconded by Ms. Draper. Motion carried.

The board members will come into the office this week and sign the ordinance.

c) Proposed Ordinance relative to Public Lands

Mr. Savage shared this ordinance was written to address people sleeping in cars on Town owned property. This will not allow camping/sleeping overnight in your car on Town property, you can leave your car overnight if you're not sleeping in it. For example, people can leave their cars at the LVRT and ride the trail.

Mr. Brosseau asked if they should go straight to civil penalties or warnings? Mr. Savage said it would be at the officer's discretion like other tickets.

Mr. Brosseau said the Burlington ordinance they were sympathetic to homeless individuals.

Ms. Draper clarified this would not pertain to the Abenaki Heritage Festival held annually at the Rec field, because they have permission.

Mr. Savage will follow up with the Police regarding their ability to give warnings vs fines.

Mr. Brosseau suggested waiting until the next meeting when Mr. Clark is present to approve as he was involved in the process.

d) Proposed Mailing Notification for Town Meeting

Mr. Fournier said they had sent out a couple of options sent out already for them to review.

The board members agreed to go with a double-sided postcard vs. a whole sheet of paper. The goal is to get people involved, sign up for notifications, inform them of ballot items and the informational meeting.

The board reviewed options and ideas for mailing and printing postcards.

Mr. Brosseau made a motion to approve the mailer language and use the post office to mail Vista print to do the printing and spend up to \$2,000.00 to send postcards, seconded by Mr. Bourgeois. Motion carried.

This will come out of the miscellaneous line item in the general budget.

Mr. Fournier thanked Ms. Draper for her work creating the postcard.

e) Annual Highway Mileage Certification

Mr. Savage shared the milage certification is the same as last year with no changes.

Ms. Draper made a motion to approve the Annual Highway Mileage Certification, seconded by Mr. Bourgeois. Motion carried.

RECESS REGULAR SELECTBOARD MEETING TO ENTER INTO
LIQUOR CONTROL BOARD MEETING

Mr. Brosseau made a motion to recess the regular Selectboard meeting and enter into the Liquor Control Board meeting at 7:08 pm, seconded by Ms. Draper. Motion carried

Liquor and Tobacco License Renewals:

a) Westco, Inc. (Champlain Farms)

Second Class Liquor License

Tobacco License & Tobacco Substitute Endorsement

2 Locations – 2 Canada Street and 188 First Street

Ms. Cathy Fournier said they had had no violations.

Ms. Draper made a motion to approve the renewal of Westco, In. Champlain Farm licenses as stated, seconded by Mr. Brosseau. Motion carried.

ADJOURN LIQUOR CONTROL BOARD MEETING AND RE-ENTER REGULAR
SELECTBOARD MEETING

Mr. Brosseau made a motion to adjourn the Liquor Control Board meeting and re-enter the regular Selectboard meeting at 7:09 pm, seconded by Ms. Draper. Motion carried.

7. Community and Economic Development

a) Update on Promote Swanton

Mr. Fournier said they will be meeting with business owners again soon and sharing the wayfinding and street scaping.

Mr. Fournier said they are waiting for Ecopixel to finish the website updates.

Mr. Fournier said he hopes to have prices for a new sign in the park for next week.

Ms. Draper shared the wayfinding plans and possibility of sharing the current sign with the Village.

Mr. Savage shared the property behind Hannaford had sold. The buyer intends to build housing.

Mr. Savage shared Franklin Foods will be closing in Enosburg, as well as their building in the Swanton industrial park.

8. Any Other Necessary Business

None

9. Items for Regular Selectboard Agenda of February 17, 2026

a) Employee Reviews

b) Ordinance relative to Camping on Public Lands

c) Library RFP for pump under the elevator

d) PowerPoint for Informational meeting

10. Public Comment (Reprise)

None

12. Upcoming Events

a) Monday – February 9, 2026 – Public Hearing on Local Option Tax – 6:00 pm
Swanton Village Complex – 120 First Street and on TEAMS

b) Monday – February 16, 2026- Presidents Day- Town Office & Operations Closed

c) Tuesday – February 17, 2026 – Regular Selectboard Meeting – 6:00 pm
Town Offices

d) Monday – February 23, 2026 – Town/Village Joint Informational Meeting – 6:00 pm
Swanton Village Complex – 120 First Street and on TEAMS

13. Adjourn

Ms. Draper made a motion to adjourn at 7:19 pm, seconded by Mr. Brosseau. Motion carried.

Respectfully Submitted by

Christina Candels-Assistant Town Administrator

Received and filed by:

Cathy Fournier, Town Clerk

Date