

**SELECTBOARD  
SPECIAL ORGANIZATIONAL MEETING  
DRAFT MINUTES  
Swanton Town Office Building  
1 Academy Street, Swanton, VT 05488  
Wednesday, March 4, 2026 @ 6:00 p.m.**

Present: Joel Clark, Earl Fournier, Nicole Draper, Ronald Underwood, Nick Brosseau-Selectboard Members, Brian Savage-Town Administrator, Cathy Fournier-Town Clerk, Christina Candels-Assistant Town Administrator, Alan Norris

Zoom: No Attendance

- A. Call to Order
  - Mr. Savage called the meeting to order at 6:00 pm.
  - Mr. Savage welcomed Mr. Underwood to the Selectboard as a new member.
  
- B. Pledge of Allegiance
  - Mr. Savage led those in attendance in the Pledge of Allegiance.
  
- C. Agenda Review
  - Mr. Brosseau requested to add Library representatives to the list.
  - Mr. Underwood requested to add discussion about Franklin County Field Days.
  - Ms. Cathy Fournier requested to add Liquor Control.
  
- D. Public Comments
  - Mr. Clark thanked the military and members of Vermont Air National Guard currently deployed, and any Americans over seas in harms way.
  - Mr. Clark thanked Mr. Steve Bourgeois for his service on the Selectboard.
  - Mr. Fournier said Mr. Bourgeois was a long-time community member and a member of the board and done a lot in Swanton and thanked him for his service.
  - Mr. Fournier said his son-in-law as well as Mr. Savages are overseas and have a very vested interest in what is going on.
  
- E. Reorganization of Selectboard & Appointments:
  - 1. MOTION TO ELECT JOEL CLARK AS *CHAIR OF THE SWANTON SELECTBOARD* FOR THE YEAR MARCH 4, 2026, TO MARCH 2, 2027.  
**Mr. Brosseau made a motion to elect Joel Clark as Selectboard Chair for the year of March 4, 2026, to March 2, 2027, seconded by Ms. Draper. Motion carried.**  
Mr. Clark assumed the role of chair of the meeting.
  
  - 2. MOTION TO ELECT EARL FOURNIER AS *VICE CHAIR OF THE SWANTON SELECTBOARD* FOR THE YEAR MARCH 4, 2026, TO MARCH 2, 2027.  
**Mr. Fournier made a motion to elect Nick Brosseau as Vice Chair for the year March 4, 2026, to March 2, 2027, seconded by Ms. Draper. Motion carried.**
  
  - 3. MOTION TO APPOINT CHRISTINA CANDELS AS *CLERK FOR THE SWANTON SELECTBOARD* FOR THE YEAR MARCH 4, 2026, TO MARCH 2, 2027.

**Ms. Draper made a motion to appoint Christina Candels as the Clerk for the Swanton Selectboard for the year March 4, 2026, to March 2, 2027, seconded by Mr. Fournier. Motion carried.**

4. MOTION THAT THE SWANTON SELECTBOARD ADOPT *ROBERT'S RULES OF ORDER* FOR THE RULES OF PROCEDURE FOR THE SWANTON SELECTBOARD FOR THE YEAR MARCH 4, 2026, TO MARCH 2, 2027.  
**Mr. Fournier made a motion to Adopt Robert's Rules of Order for the Rules of Procedure for the Swanton Selectboard for the year March 4, 2026, to March 2, 2027, seconded by Ms. Draper. Motion carried.**
5. MOTION THAT THE SWANTON SELECTBOARD SCHEDULE ITS *REGULAR MEETINGS ON THE FIRST (1<sup>ST</sup>) AND THIRD (3<sup>RD</sup>) TUESDAYS OF EACH MONTH at 6:00p.m.*, AND THAT THE TOWN ADMINISTRATOR SHOULD SET THE MEETING AGENDA AND EACH SELECTPERSON MAY ADD TO IT AT THEIR DISCRETION IN ACCORDANCE WITH STATE LAW FOR THE YEAR MARCH 4, 2026, TO MARCH 2, 2027.  
**Ms. Draper made a motion that the Swanton Selectboard schedule its Regular Meetings on the First (1<sup>st</sup>) and Third (3<sup>rd</sup>) Tuesdays of each month at 6:00 p.m. and that the Town Administrator should set the meeting agenda and each Selectperson may add to it at their discretion in accordance with State Law for the year March 4 ,2026, to March 2, 2027, seconded by Mr. Underwood. Motion carried.**
6. MOTION TO APPROVE *THE FOLLOWING LIST OF TASK REPRESENTATIVES* FOR THE SELECTBOARD, AS FOLLOWS, FOR THE YEAR MARCH 4, 2026, TO MARCH 2, 2027.
  - Highway Commissioner **Joel Clark**
  - Police Rep. **Ronald Underwood**
  - Recreation Rep. **Nick Brosseau**
  - Economic Development Rep. **Earl Fournier**
  - Personnel Rep. **Nicole Draper**
  - Legal Rep. **Joel Clark**
  - Animal Control Rep. **Ronald Underwood**
  - Library Rep. **Nick Brosseau**
  - Zoning Rep. **Nicole Draper****Mr. Brosseau made a motion to approve the list of task representatives as listed, seconded by Mr. Underwood. Motion carried.**
7. MOTION THAT THE SWANTON SELECTBOARD APPOINT *FRANK SHUMWAY* AS *TREE WARDEN* FOR THE TOWN OF SWANTON FOR THE YEAR MARCH 4, 2026, TO MARCH 2, 2027.

**Mr. Underwood made a motion to appoint Frank Shumway at the Tree Warden for the Town of Swanton for the year March 4, 2026, to March 2, 2027, seconded by Ms. Draper. Motion carried.**

8. MOTION TO APPOINT NICK BROSSAU AND NICOLE DRAPER AS THE TOWN OF SWANTON'S *REPRESENTATIVES ON THE BOARD OF DIRECTORS FOR THE NORTHWEST REGIONAL PLANNING COMMISSION* FOR THE YEAR MARCH 4, 2026, TO MARCH 2, 2027.  
**Mr. Fournier made a motion to appoint Nick Brosseau and Nicole Draper, the Town of Swanton's representatives for the Board of Directors for the Northwest Regional Planning Commission for the year March 4, 2026, to March 2, 2027, seconded by Mr. Fournier. Motion carried.**
9. MOTION TO APPOINT EARL FOURNIER AS THE TOWN OF SWANTON'S *REPRESENTATIVE ON THE TRANSPORTATION ADVISORY COMMITTEE OF THE NORTHWEST REGIONAL PLANNING COMMISSION* FOR THE YEAR MARCH 4, 2026, TO MARCH 2, 2027.  
**Mr. Brosseau made a motion to appoint Earl Fournier as the Town of Swanton's Representative on the Transportation Advisory Committee of the Northwest Regional Planning Commission for the year March 4, 2026, to March 2, 2027, seconded by Ms. Draper. Motion carried.**
9. MOTION TO APPOINT JOEL CLARK AS THE TOWN OF SWANTON'S *ALTERNATE REPRESENTATIVE ON THE TRANSPORTATION ADVISORY COMMITTEE OF THE NORTHWEST REGIONAL PLANNING COMMISSION* FOR THE YEAR MARCH 4, 2026, TO MARCH 2, 2027.  
**Ms. Draper made a motion to appoint Joel Clark as the Town of Swanton's Alternative Representative on the Transportation Advisory Committee of the Northwest Regional Planning Commission for the year March 4, 2026, to March 2, 2027, seconded by Mr. Fournier. Motion carried.**
11. MOTION TO APPOINT CARLO MICHELLI AS THE TOWN OF SWANTON'S *REPRESENTATIVE ON THE NORTHWESTERN SOLID WASTE DISTRICT* FOR THE YEAR MARCH 4, 2026, TO MARCH 2, 2027.  
**Mr. Fournier made a motion to appoint Carlo Michelli as the Town of Swanton's Representative on the Northwestern Solid Waste District for the year March 4, 2026, to March 2, 2027, seconded by Ms. Draper. Motion carried.**
12. MOTION TO APPOINT THE FOLLOWING PERSONS TO SERVE ON THE TOWN OF SWANTON'S *RECREATION COMMISSION* FOR THE YEAR MARCH 4, 2026, TO MARCH 3, 2027; *BETSY FOURNIER, RON UNDERWOOD, KATIE UNDERWOOD, JOSEPH RALEIGH, JON NIELSEN, JESSE LECLAIR, and ROB SWEET.*  
**Mr. Brosseau made a motion to appoint Betsy Fournier, Ron Underwood, Katie Underwood, Joseph Raleigh, Jon Nielsen, Jesse LeClair and Rob Sweet to serve on the Town of Swanton's Recreation Commission for the year March 4, 2026, to March 2, 2027, seconded**

**by Mr. Fournier. Motion carried. Ms. Draper and Mr. Underwood abstained.**

Mr. Fournier asked if these members attend on a regular basis? Yes.

Mr. Underwood will let the board know if he plans to continue on the Recreation board.

F. Minutes

- a) February 17, 2026, Regular Selectboard Meeting
- b) February 23, 2026, Selectboard and Village Board of Trustees Special Joint Budget Informational Meeting

**Mr. Fournier made a motion to approve the Regular Selectboard meeting of February 17, 2026, and the Joint Informational Meeting of February 23, 2026, as written, seconded by Ms. Draper. Motion carried. Mr. Underwood abstained as he was not a member of the board.**

G. Old Business

- a) Fourth Street Soil Management Plan

Mr. Clark shared a copy of a map that showed what a building 80'x125' along with a parking lot would look like on the 4<sup>th</sup> Street lot. This would cover a large portion of the lot and extending into the LVRT/Dick Thompson Fit & Healthy Trail.

Mr. Clark said they should meet with the Recreation Commission to make a decision before they let Atlas know which direction they want to go.

Ms. Draper said they have a meeting scheduled for 3/10/26. Mr. Underwood said they are open to a meeting whenever the Selectboard is available.

Mr. Savage said he received an email from Atlas, and he will respond and let him know they will let him know in a couple weeks what direction they are going to go.

H. New Business

- a) Announce Election Results

Mr. Savage shared the elections results. **Please see attached below.**

- b) Items In Progress/Under Consideration for 2026

The board members discussed projects for 2026.

Mr. Fournier asked if they would be able to close on the property transfer with Mr. Rowell and the School District? Mr. Savage said the last he heard Mr. Rowell's attorney was waiting for him to close.

Mr. Brosseau asked about taking over Jerrymill Lane? Mr. Clark said it is up to the owner of the road to decide what he was going to do and should come the board.

Mr. Savage said the blow test from Vermont Gas was done the day before and they were not able to do the basement. Mr. Clark shared with the board that they had been informed that the crew here to do the blow test discovered what they believed to be asbestos in the basement. Mr. Savage spoke with David Shay, and he intends to inspect the building Thursday and provide the Town with a report as well as an estimate for remediation if asbestos is found.

Mr. Fournier asked how much money is in the Capital Repairs account? \$84,695.00

Items discussed are listed below:

- Insulation and Boiler replacement at the Town Hall
- Brooklyn Street Culvert (planned for 2026)
- Paint exterior areas of the Railroad Depot (planned for 2026)

- Carpet/Flooring in the recreation building.
  - Sign in Village Green (planned for 2026 with Promote Swanton)
  - Fourth Street Soil Management plans
  - Library Elevator Repairs (plumbing/pump repairs scheduled for 3/13)  
Still need to replace hydraulic line and paint under the elevator.
  - Tree removal. Maquam Shore, Janes Rd, Lake Rd over 100 Ash trees that need to be removed in this area.
  - Have the walking bridge inspected in early spring/summer.
  - Price to replace the wooden fence along the walking trail.
  - Winter Maintenance plan for the Town portion of the LVRT that is currently taken care of by a community member should they choose not to keep it clear.
  - Speed Enforcement
  - Stormwater permits
  - Townwide Reappraisal-Mr. Savage shared the Listers received one response to the RFP and it was a decline. Mr. Savage will share the Selectboard would like them to come to the next meeting.
  - PILOT program-Mr. Savage has the information.
  - Formal letter/plan for appropriations in the budget.
  - Update emails for Ms. Draper & Mr. Fournier to their names (. Gov emails in the future not planned for now).
  - Continuing with Policy & Ordinance review schedule.
  - Laptops or Tablets for Selectboard members
- c) Discussion on web-site development by Ecopixel  
Ms. Candels reached out to Ecopixel for an update on the updates he was approved to complete. Paul shared he has hired a new employee and will reach out soon to schedule a meeting.
- d) Capital Panning Projects  
The board discussed having a long-term schedule of repairs for town owned buildings. For example, roofs, heating systems, trucks, culverts, walking bridge, railroad depot.  
Mr. Brosseau asked if they should repair the library parking lot? That is owned by the church with a lease agreement between the Town, Village & Church.  
Mr. Clark suggested developing a policy to use the Local Option Tax and the repairs and improvements done with this.  
Mr. Underwood asked if they have a culvert inventory list? No, the highway crew is good at keeping an eye on them. Ms. Draper suggested they create a list for the future.
- e) Franklin County Field Days-Update  
Mr. Clark said it is currently before the Zoning Administrator and is not permittable right now. The Planning Commission needs to come before the Selectboard with a change to the regulations.  
Ms. Candels said the Planning Commission is scheduled to have a Public Hearing next week 3/10/26 and this will be included before it is approved and sent to the Selectboard.  
Ms. Candels said Ms. Giroux has spoken with the Mr. Gagne and told him he needs to get a permit and go to the DRB for Conditional Use approval. This will give the public the opportunity to share their concerns.

## H. Liquor Control

**Ms. Draper made a motion to recess the Selectboard meeting and enter into the Liquor Control meeting at 7:05 pm, seconded by Mr. Brosseau. Motion carried.**

**North Country Bait & Tackle-** No Violations  
Second Class Liquor License  
Tobacco License

**R.L. Vallee, INC-**No Violations  
Second Class Liquor License  
Tobacco & Tobacco Substitute License

**Mr. Brosseau made a motion to approve the renewal requests as presented, seconded by Mr. Underwood. Motion carried.**

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

I. Any Other Necessary Business

- 1) Mr. Savage shared a draft of and updated purchasing policy that will be known as procurement policy. This change is due to requirements for Federal grants. This was brought up because the FEMA buyout program has Federal money and requirements.

J. Correspondance

- 1) Missisquoi Valley Rescue email  
Mr. Savage recieved an email from Mr. Ramsdell requesting a meeting in executive session to reuiw the investigation and updated policy/plans MVR has adopted. The board reuiwed this request and agreed this does not qualify for executive session rules for the Selectboard.  
Mr. Clark said they do not need to get into their personnel issues.  
The board agreed to invite MVR to come to a meeting and they can discuss openly.

K. Public Comments (Reprise)

None

L. Next Meeting Topics

- 1) Listers- come and share next steps for reappraisal
- 2) Update on Special Funds
- 3) Policy Review
- 4) Laptops/Tablets for Selectboard members

M. Upcoming Events

- a) Sunday – March 8, 2026 – 2:00 am – Spring Ahead! Daylight Savings Time begins!
- b) Tuesday – March 10, 2026 – 6:00 pm – Planning Commission Public Hearing on Zoning By-law Amendments – Town Offices
- c) Tuesday – March 17, 2026 – 6:00 pm – Regular Selectboard Meeting – Town Offices
- d) Thursday – March 26, 2026 – 6:00 pm – DRB Meeting – Town Offices

N. Executive Session

**Ms. Draper made a motion as stated: I move that we find that we enter executive session for the Selectboard to receive confidential contract & personnel information for which the premature disclosure of it to the**

**general public would clearly place the Selectboard & others at a substantial disadvantage at 7:18 pm, seconded by Mr. Underwood. Motion carried.**

**Ms. Draper made a motion as stated: 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, seconded by Mr. Brosseau. Motion carried.**

- a) Preliminary discussion on Ambulance/EMS Contract
- b) Personnel

**Ms. Draper made a motion to exit executive session at 7: 50 pm, seconded by Mr. Brosseau. Motion carried.**

No Action Taken.

O. Adjourn

**Mr. Brosseau made a motion to adjourn at 7:50 pm, seconded by Ms. Draper. Motion carried.**

Respectfully Submitted by  
Christina Candels-Assistant Town Administrator

#### **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 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.

**TOWN OF SWANTON  
OFFICE OF TOWN ADMINISTRATOR**

To: Town of Swanton Selectboard

RE: 2026 Town Meeting Election Results

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**MODERATOR**

**Brian K. Savage      868**

**SELECTPERSON FOR 3 YEAR TERM**

Steven Bourgeois      425

**Ron Underwood      462**

**SELECTPERSON FOR 2 YEAR TERM**

Josh Aldrich      370

**Nicole Draper      529**

**TOWN CLERK FOR 3 YEAR TERM**

**Cathy Fournier      897**

**TOWN TREASURER FOR 3 YEAR TERM**

**Cathy Fournier      902**

**LISTER FOR 3 YEARS TERM**

**Amy Giroux      859**

**COLLECTOR OF DELINQUENT TAXES**

**Betty L. Cheney      881**

**AUDITOR FOR 3 YEAR TERM**

**Amy Giroux      814**

**TRUSTEE OF PUBLIC MONEY FOR 3 YEAR TERM**

Remains vacant – no candidate

**LIBRARY TRUSTEE FOR 5 YEAR TERM**

**Rebecca Rupp        856**

**CEMETERY COMMISSIONER FOR TERM OF 5 YEARS**

**Brian Savage        872**

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**ARTICLES**

<b>Article 2 – Town Highway Department</b>	<b>YES 461</b> <b>NO 109</b>
<b>Article 3 – Fire Protection</b>	<b>YES 479</b> <b>NO 91</b>
<b>Article 4 – Police Protection</b>	<b>YES 392</b> <b>NO 117</b>
<b>Article 5 – Town General Expense</b>	<b>YES 640</b> <b>NO 271</b>
<b>Article 6 – Maintenance and Benefits – Library</b>	<b>YES 578</b> <b>NO 334</b>
<b>Article 7 – Operating Budget – Library</b>	<b>YES 633</b> <b>NO 277</b>
<b>Article 8 – Tax Due date</b>	<b>YES 693</b> <b>NO 215</b>
<b>Article 9 – Rescue Services</b>	<b>YES 742</b> <b>NO 173</b>
<b>Article 10 – Recreation</b>	<b>YES 634</b> <b>NO 281</b>
<b>Article 11 – Local Option Tax</b>	<b>YES 503</b> <b>NO 417</b>

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**PARTICIPATION**

<b>Total Registered Voters:</b>	<b>4,881</b>
<b>Total Ballots Cast:</b>	<b>908</b>
<b>Turnout %</b>	<b>18.60%</b>