

**DRAFT MINUTES
TOWN OF SWANTON
SELECTBOARD MEETING
Town Office Building
1 Academy Street, Swanton, VT 05488
In-Person & By Zoom
Tuesday, June 16, 2026, 6:00 pm**

Present: Joel Clark-Chair, Nick Brosseau, Ron Underwood, Nicole Draper, Earl Fournier-members, Brian Savage-Town Administrator, Cathy Fournier-Town Clerk, Christina Candels-Assistant Town Administrator, Chief Matthew Sullivan, Bob Nielsen, David Davio

Zoom: Michael Miller

A. Call to Order

Mr. Clark called the meeting to order at 6:02 pm.

B. Pledge of Allegiance

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

C. Agenda Review

Mr. Fournier commented on how well the mowing was done around the Welcome to Swanton sign in West Swanton. Mr. Clark will follow up with the Highway Crew, which he believes mowed in that area.

Mr. Underwood requested to add Executive Session for Personnel at the end of the meeting.

Mr. Savage said they need to discuss the meeting date for the first August meeting.

D. Topics

1. Minutes

a) Regular Selectboard Meeting (with Village Trustees) of June 2, 2026

Mr. Brosseau made a motion to approve the meeting minutes of June 2, 2026, as written, seconded by Ms. Draper. Motion carried.

Mr. Fournier abstained from the minutes he was not in attendance.

2. Public Comments

None.

3. Law Enforcement.

a) Swanton Police Department

Chief Sullivan came before the board to share the May 2026 incident analysis. Swanton Village Police responded to 174 incidents resulting in 101 Traffic Stops, 25 Directed Patrols, 6 suspicious Persons/Circumstances, 5 Agency Assists, 5 Motor Vehicle Complaints, 3 Citizen Assists, 3 DUI/Alcohol, 2 Alarms, 2 911 Hangups, 2 Noise Complaints.

Of the 101 Traffic Stops 24 tickets and 91 warnings were issued. Also, there were 5 arrests on 7 charges of 5 individuals. Swanton Village Police provided 27 additional service hours in May.

Chief Sullivan said the officers are doing great with traffic patrols, to date they have initiated 498 traffic stops year to date. This is more the Town & Village combined in all of 2025.

Chief Sullivan said this year they have processed 12 DUI's in the Town and 12 in the Village with a combine of 24 DUI's processed. In 2025 there was a total of 8 combined for the year.

Mr. Fournier asked if the increase is due to having the staff? Yes, the new officer is very focused on traffic control and is one of the few DRE's (Drug Recognition Expert) in the State, this is very valuable to have on staff.

Chief Sullivan said in an ideal work he would have 3 more full-time officers on staff, but this would be a huge cost.

Mr. Fournier shared one of the most common complaints they receive as Selectboard members is speed on the roads. These numbers show they are out patrolling.

Mr. Clark shared Bushey Road shows in the reports the high-speed people are driving. Keep up the good work.

Mr. Brosseau asked the process if someone is arrested, where they are held? Chief Sullivan shared the complex process if they arrest/detain someone and the extensive work/time before they can even be considered to be taken/lodged to the correction facility. Often incidents listed as arrests are individuals are issued a citation and released.

Mr. Clark asked, "how the drug situation is"? Chief Sullivan said he feels it is picking up. They are monitoring a couple of locations. This is a constant process and never ending.

Mr. Underwood has noticed on Bushey Road they are slowing down a little bit, and it is appreciated.

b) Swanton Animal Control

Mr. Savage reviewed Mr. Benson's report with the board.

4. Highway Department

a) Report

Mr. Clark shared the Highway Department vehicles are in good shape. They are working on moving, tree removal, prepping roads for paving and fixing signs.

Mr. Clark will have a bit for line striping at the next meeting.

Mr. Brosseau asked about the Brooklyn Street culvert? It is on the agenda for this year; they may need to rent a smaller excavator for this project.

5. Expenditures

a) General Orders

Ms. Draper made a motion to approve the General Orders of May 20, 2026, to June 16, 2026, in the amount of \$90,537.06, seconded by Mr. Brosseau. Motion carried.

b) Highway Orders

Mr. Brosseau made a motion to approve the Highway Orders of May 20, 2026, to June 16, 2026, in the amount of \$35,864.40, seconded by Mr. Underwood. Motion carried.

Mr. Clark shared the expense of \$1,900 for stone on the Hazard Rd, half of which has been billed to the Manning farm.

c) Library Orders

Ms. Draper made a motion to approve the Library Orders of May 20, 2026, to June 16, 2026, in the amount of \$8,862.21, seconded by Mr. Underwood. Motion carried.

d) Hazard Mitigation Grant Orders

None

e) Highway & General Payroll Orders

Mr. Brosseau made a motion to approve the Highway & General Payroll Orders of May 20, 2026, to June 16, 2026, in the amount of \$37,509.75, seconded by Mr. Underwood. Motion carried.

f) Library Payroll Orders

Ms. Draper made a motion to approve the Library Payroll Orders of May 20, 2026, to June 16, 2026, in the amount of \$10,159.71, seconded by Mr. Underwood. Motion carried.

g) Special Orders

Mr. Brosseau made a motion to approve the Special Orders of May 20, 2026, to June 16, 2026, in the amount of \$2,416.35, seconded by Mr. Underwood. Motion carried.

6. Old Town Business

a) Tabled item of June 2, 2026 – Award Bid for 2026 Paving

Mr. Clark reviewed the four bids received. Mr. Clark shared he and Mr. Lapan visited the paving team from S.D. Ireland in Fairfax that would be paving if awarded the contract.

Mr. Clark allowed the representative of Pike present to share how they operate their product and warranty on their work.

Mr. Clark said he appreciated the many years of work Pike has provided.

Mr. Fournier made a motion to award the paving bid to S.D. Ireland in the amount of \$359,073.00, seconded by Mr. Brosseau.

Mr. Underwood asked how Ireland can be so cheap and where do they get their asphalt from? They have their own plant in Milton. Mr. Underwood would prefer to go with Pike they know the work they do. Mr. Brosseau would prefer to take the savings and go with S.D. Ireland.

Mr. Fournier said Ireland has a facility and employees in Swanton. (Concrete)

Mr. Fournier, Mr. Brosseau and Ms. Draper voted Iye.

Mr. Clark and Mr. Underwood voted Nay.

Motion carried.

b) Library Building issues update

Mr. Savage shared the estimate he received from Alpha Elevator for the work needed in the elevator shaft. Mr. Clark is going to reach out to the structural engineer who visited the library to get his opinion. Mr. Clark also questions the estimate states the work can be done in one day.

Mr. Savage shared the revised estimate from Menard Handyman for the tile replacement, sheet rock, painting and snow guards for the library. Mr. Clark asked Mr. Savage to verify the estimate that states the stairway is the hallway discussed and an example of the snow guards he plans to use.

Ms. Cathy Fournier verified how much is left in the Library Maintenance budget line. \$10,817.24. They still have not received a quote back for the lighting and contracts for maintenance.

Mr. Clark said there is still money in the Special Funds-Library repair line also.

Mr. Fournier made a motion to go with Menard Handyman in the amount of \$6,190.00 to take \$5,000 out of the Library Maintenance and the balance to come out of the leftover Library Repair Special Funds, seconded by Mr. Brosseau. Motion carried.

After Discussion:

Mr. Fournier amended his motion to take it all out of the Library Special Funds, seconded by Mr. Brosseau. Motion carried.

c) Depot update

Mr. Savage has spoken with Mr. Menard regarding the trellis and said that it will be extensive and will provide the Town with a quote.

Mr. Fournier asked about the work needed for the rest of the building. Mr. Savage said that it will be forthcoming.

Mr. Brosseau said there was a preservation grants also. Yes \$3,900 that is not covered by any work already done or painting of the building.

The board agreed the building needs some work and to be painted.

Mr. Clark would like an RFP to go out based on what Mr. Scangas said needed to be done first.

The RFP will be sent to the board to review before the next meeting.

d) Electronic Sign in Village Green

Mr. Clark said the sign was discussed and approved at the last meeting but needed to go before the Village Trustees' and was approved last Monday.

Mr. Clark said at the last meeting they did not discuss where the funds to pay for the sign would come from.

Mr. Fournier said the intention was for it to come out of the Special Funds, that's why they didn't budget for it.

Mr. Fournier made a motion to pay for the sign out of the Special Funds, seconded by Mr. Brosseau. Motion carried.

Mr. Fournier amends his motion to include the cost at \$24,000.00 for the sign, seconded by Mr. Brosseau. Motion carried.

Mr. Brosseau asked what they would do with the old sign? Mr. Clark said the Elementary School would like the sign; they'll look into that option.

e) Discontinuance of Old Sholan Road

Mr. Savage said they are still in the 30-day comment period and this will be on agenda for the second meeting in July.

Mr. Clark asked if there is any right-of-way work needed? Mr. Savage said Montagne's have a map that shows they own the land under the road already.

Mr. Cummings will work with them to get his right-of-way for his land.

Mr. Savage will verify that the Montagne's own the property.

Mr. Brosseau asked if the Montagne's own the land wouldn't it be their responsibility to block the road off? Yes, but the Town has a right-of-way on the side of Bushey Road the Town can block.

7. New Town Business

a) New Banking Resolution for Town accounts at People's Trust Company

Ms. Cathy Fourier passed the resolution for signing. This is due to removal of the previous Assistant Clerk/Treasurer.

Mr. Fournier made a motion to approve the Bank Resolution for Town accounts at People's Trust Company, seconded by Ms. Draper. Motion carried.

b) Discussion of Energy Audit of Town Office Building

The board reviewed the Vermont Gas report and the recommendation from Mr. Scangas. This report/estimate does not include replacing the furnace.

The board is committed to insulating the building, foundation and storm windows.

Mr. Savage will have Mr. Scangas put together 3 RFP's: one for the insulation of the building, one for the heating system and one for the windows.

Mr. Savage will verify if Vermont Gas requires them to go with the contractors listed in their cost estimate.

Mr. Clark also said paying Mr. Scangas to oversee the project would be a good plan. Mr. Savage will ask him and let the board know at the next meeting.

Ms. Draper said the estimate also says the quote does not include insulating the crawl space.

c) Right of Way request – Missisquoi Street

Mr. Savage shared he received a request from Mr. Bechard's engineer for a right-of-way to get to the property and utility easements. This is preliminary planning but are asking for access.

Mr. Savage said the Regional Plan has been approved for the owner to participate in Tier 1B, this is a planned growth area.

Mr. Savage will discuss it with Mr. Sheets who should apply for Tier 1B, the Town or the Village.

Mr. Fournier said for this project to go forward the Village will need to annex the parcel; they should be involved from the beginning for the utilities.

The Town owns Missisquoi Street/railbed all the way to the Highgate line.

As of yet the Town has not scene and map or drawing of a plan. Mr. Bechard has said he will need to go 3000' to access the usable land.

Mr. Savage has had two phone calls from Wheeler Round residents; this will all go before the DRB.

Mr. Clark said they want to ensure that this right-of-way needs to be specific to this developer only and will be pulled back if it doesn't proceed.

Mr. Fournier made a motion to approve the right-of-way request to Marc & Ann Bechard subject to the development and the property transferring to Swanton Village when they annex the property, seconded by Mr. Underwood. Motion carried.

d) Discussion of possible discontinuance of Hazard Road

Mr. Clark suggests turning the section of Hazard Road into a trail that does not have houses. The road is currently in great shape, but narrow. The Town has an agreement with the Mannings for stone on the road.

The section of the road that has houses is paved and the Town will continue to maintain that. The Mannings supports changing this to a trail like Decker Road Trail.

Mr. Clark said the homeowners support the idea. Mr. Underwood said except for the first home owned by the Garrisons.

d) Suggested updates to Personnel Policy

The changes include two changes for the Appointed Assistant Town Clerk/Treasurer will follow the Town Personnel Policy.

The change to the Health Insurance the Town has been doing for 15 plus years but not written.

Mr. Brosseau made a motion to approve the Personnel Policy updates listed, seconded by Mr. Underwood. Motion carried.

e) August 4, 2026, Regular Selectboard Meeting

This National Night Out, typically the board has always held the meeting the following day.

Ms. Draper made a motion to move the 1st meeting in August to Wednesday August 5th, seconded by Mr. Brosseau. Motion carried.

8. Community and Economic Development

a) Promote Swanton update

No Update

9. Next Meeting Agenda Items

* Depot Update/RFP

* Library Update

* Hazard Road

* Town Garage land transfer-update

* Special Funds Discussion

* Update on Recreation Building

* Town Audit

10. Policies for Review

a) Parking Ordinance-No Changes

b) Fraud Prevention

Mr. Brosseau asked if on the Fraud Prevention Policy lists just the Town Administrator should there be an additional person listed? This was written prior to having an Assistant Town Administrator so that will be added.

Ms. Candels will make these changes and send it to the board.

11. Correspondence

Mr. Savage shared a thank you card received from the Swanton Central school 6th grade class for the donation received.

12. Public Comment (Reprise)

None

13. Upcoming Events

a) Friday – June 19, 2026 – Juneteenth Holiday – Office and Operations CLOSED

b) Monday – June 22, 2026 – Election Training – Town Clerk & Admin Offices
CLOSED

c) Thursday – June 25, 2026 – DRB – 6:00 pm – Town Offices and Zoom

d) Friday – July 3, 2026 – Independence Day Holiday – Town Offices and
Operations CLOSED

e) Tuesday – July 7, 2026 – Regular Selectboard Meeting – 6:00 pm – Town Offices
and Zoom

14. Executive Session-Personnel

Mr. Brosseau made the following motion: 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 at 7:33 pm, seconded by Ms. Draper. Motion carried.

Mr. Brosseau made the following motion: 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 Ms. Draper. Motion carried.

Ms. Draper made a motion to exit executive session at 7:55 pm, seconded by Mr. Fournier. Motion carried.

No Action Taken

15. Adjourn

**Mr. Fournier made a motion to adjourn at 7:55 pm, seconded by Mr. Brosseau.
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, 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.