

**DRAFT MINUTES
TOWN OF SWANTON
SELECTBOARD MEETING
Town Office Building
1 Academy Street, Swanton, VT 05488
In-Person & By Zoom
Tuesday, July 21, 2026, 6:00 pm**

Present: Joel Clark-Chair, Ron Underwood, Nick Brosseau, Earl Fournier-Members, Brian Savage-Town Administrator, Christina Candels-Assistant Town Administrator, Chief Mattheau Sullivan, Robert Nielsen, Andre LaBier, Chris Goulette, Laz Scangas, Suzanne Wahsburn

Absent: Nicole Draper, Cathy Fournier

Zoom: Michael Miller, Ashton Mackenzie

A. Call to Order

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

B. Pledge of Allegiance

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

C. Agenda Review

Mr. Clark requested to move Old Town Business up on the agenda after Law Enforcement.

Mr. Clark requested to add under New Town Business the procedure for hiring a Zoning Administrator as well as the status of applications.

Mr. Brosseau requested adding an update on the Local Option Tax.

Mr. Savage said they can remove the request from Glen Ridge HOA off the agenda the person from the HOA is not able to attend.

Mr. Savage requested to add a Letter of Support for a traffic study for Lakewood Dr/Sandy Point Fishing access.

Mr. Savage requested to add the request for the Town to sign on as co-permittee for Wheeler Round's stormwater permit.

D. Topics

1. Minutes

a) Regular Selectboard Meeting of July 7, 2026

Mr. Brosseau made a motion to approve the Regular Selectboard Meeting minutes of July 7, 2026, as written, seconded by Mr. Underwood. Motion carried.

2. Public Comments

Mr. LaBier shared he is one of the three members running for Franklin County Sheriff.

Mr. LaBier shared his past work experience and qualifications for the position.

3. Law Enforcement.

a) Swanton Police Department

Chief Sullivan came before the board to share the June 2026 incident analysis. Swanton Village Police responded to 172 incidents resulting in 83 traffic stops, 25 directed patrols, 7 suspicious persons/circumstance, 6 agency assists, 5 vin number inspections, 4 DUI Alcohol or Drugs, 4 welfare/suicide checks, 3 motor vehicle complaints, 2 wanted persons and 2 motorist assists.

Chief Sullivan said of the 83 traffic stops 22 tickets and 78 warnings were issued. There were 13 arrests of 13 individuals resulting in 15 charges from those arrests.

Chief Sullivan said they provide 12.5 hours of additional services.

Chief Sullivan shared as of this morning they were at 981 traffic stops between the Village and the Town year to date. They have been using Governor Highway Safety funds for extra patrols.

The board shared other areas of concern with Chief Sullivan to share with officers.

The board reviewed the arrests records.

Mr. Fournier asked if there has to be special training to charge someone with Driving Under the Influence of Drugs? Chief Sullivan shared the Village has a Drug Recognition Officer and the process and training required for that officer to hold that certification.

There are only 40 officers statewide certified as Drug Recognition Officers.

Chief Sullivan shared the process of screening an individual and or charging an individual with DUI.

The board members shared areas of suspected homeless campers along the fit-n-healthy trail. Chief Sullivan will have officers check the areas discussed.

b) Swanton Animal Control

The board reviewed the ACO report with no questions.

4. Old Town Business

a) Review of 2024 Audit with Chris Goulette of A. M. Peisch & Co., LLP

Mr. Goulette came before the board to share the 2024 Town of Swanton audit.

Mr. Goulette shared the financial statements. The Town of Swanton operates on a modified cash basis. The Federal government does prefer the GASB financial operations, but this is not currently feasible for the Town. Mr. Goulette shared the extensive financial process if the Town did ever choose to switch, and that A.M. Peisch would charge at least \$20,000 more per audit. Mr. Goulette shared the only issue in not using GASB financial systems could be accessibility to some Federal grants, but for example the whole state of Ohio operates on a modified cash basis and they have Federal grants.

Mr. Goulette reviewed all the statement with the board with no concerns.

Mr. Goulette shared they intend to begin the 2025 audit in August and share with the board by the end of September.

Mr. Goulette also shared he intends to retire next year, and the firm will not be providing government/municipal audits after his retirement, the Town will need to seek a new firm to provide auditing services.

b) Town Office Building Insulation & Heating System Project – Mr. Laz Scangas

Mr. Scangas came before the board to discuss the energy audit done on the Town Office by Vermont Gas.

Mr. Scangas verified with the board the plan/scope of work they want to proceed with.

Mr. Clark said as much as they would like in previous years there was an evaluation of the building and determined structurally the 2nd floor is not usable without a large investment. Ms. Candels will review minutes and look upstairs to see if there is anything that lists the firm who did that audit or findings.

The plan will be to insulate the 2nd floor and not use it for storage.

Mr. Scangas will work on a project RFP on the report's recommendations and come back to the board in the fall.

c) Hazard Road Public Hearing Date Correction

Mr. Savage shared at the last meeting when this was discussed the board did not take a vote to have the public hearing.

Mr. Fournier made a motion to have a Site Visit/Public Hearing September 1, 2026, at 5pm to reclassify a portion of Hazard Road as a trail, seconded by Mr. Underwood. Motion carried.

d) Update on Land Swap

Mr. Savage shared that he received an email from the Town's attorney, and the school district attorney has the documents for review. It is proceeding.

e) Vote on Discontinuation of Old Sholan Road

Mr. Savage shared that Ms. Montagne brought in a map is the tax map and that is not binding. Mr. Savage shared he did not research and hit a dead end; the property may need to be surveyed. Ms. Candels will follow up with Ms. Montagne to see if she found another survey map.

After discussion the board agreed to wait to see who owns the road.

5. Highway Department

a) Report

Mr. Clark shared vehicles are in good shape; the loader will be back soon. One truck needs clutch before winter. The roadside mower will be back soon so they can continue mowing.

The crew has been working on tree/brush removal, prep for paving, painting stop bars. Paving is scheduled to start the first week of August.

Line striping will be done in September, after the paving is completed.

Mr. Clark shared information on road salt and pricing. The budget has \$33,000 for salt.

Mr. Brosseau made a motion to approve the estimate for salt from Cargill for \$111.25 per ton, seconded by Mr. Underwood. Motion carried.

After last year's issue with salt the board agreed not to wait and lock in the price. Mr. Clark will share with the board if they do get any other estimates for salt.

Mr. Clark said Brooklyn Street culvert should be taken care of this fall, it is currently dry in that area.

Mr. Brosseau asked if the culvert was done on Decker Road? Yes, it was done recently.

6. Expenditures

a) General Orders

Mr. Brosseau made a motion to approve the General Orders of June 17, 2026, to July 21, 2026, in the amount of \$193,607.75, seconded by Mr. Fournier. Motion carried.

b) Highway Orders

Mr. Fournier made a motion to approve the Highway Orders of June 17, 2026, to July 21, 2026, in the amount of \$103,070.38, seconded by Mr. Brosseau. Motion carried.

Mr. Fournier asked if the two payments for Police were for more than one month? Ms. Candels will find out and let the board know.

c) Library Orders

Mr. Brosseau made a motion to approve the Library Orders of June 17, 2026, to July 21, 2026, in the amount of \$7,524.58, seconded by Mr. Underwood. Motion carried.

d) Highway & General Payroll Orders

Mr. Fournier made a motion to approve the Highway & General Payroll Orders of June 17, 2026, to July 21, 2026, in the amount of \$43,418.15, seconded by Mr. Underwood. Motion carried.

e) Library Payroll Orders

Mr. Brosseau made a motion to approve the Library Payroll Orders of June 17, 2026, to July 21, 2026, in the amount of \$11,147.17, seconded by Mr. Fournier. Motion carried.

f) Special Orders

Mr. Underwood made a motion to approve the Special Orders of June 17, 2026, to July 21, 2026, in the amount of \$3,856.82, seconded by Mr. Brosseau. Motion carried.

7. New Town Business

a) Road Erosion Inventory Grant

Mr. Savage said this was brought to his attention when Ms. Candels and Mr. Lapan attended a seminar on road inventory. This inventory assessment with the State has not been updated since 2017. The update completion needs to be completed by October 31, 2027. Northwest Regional Planning has interns who can complete this for the Town next year and be paid for with a grant.

Mr. Brosseau made a motion for Mr. Savage to sign the grant application, seconded by Mr. Underwood. Motion carried.

b) Update on Zoning Administrator Job Posting

Mr. Savage shared the position has been posted and he has received three applications. They will be interviewed by the Planning Commission, and they will make a recommendation to the Selectboard to appoint the Zoning Administrator. The plan is for

the Planning Commission to interview candidates on August 4, 2026, and the Selectboard receives the recommendation and appoint on August 5, 2026.

Ms. Giroux has stated she plans to be done by September 1st.

Mr. Fournier asked what the application deadline is? Until filled.

Mr. Savage has forwarded the resumes to Mr. Clark and Mr. Lavoie.

Mr. Fournier and Mr. Brosseau asked for the resumes to be sent to the Selectboard members.

The State Statute states the Planning Commission gives the recommendation of who to hire.

c) Request from the State for a Traffic Study of Lakewood Dr/Sandy Point

Mr. Savage said he received an email from AOT regarding boaters using the Sandy Point fishing access and people parking along VT Route 78/Lakewood Dr. ANR would like the State to complete a traffic study in the area for safety, but they need permission from the Town to do so.

Mr. Brosseau made a motion to approve sending a letter supporting a traffic study, seconded by Mr. Underwood. Motion carried.

d) Wheeler Round HOA Stormwater Permit

Mr. Savage said he received an email request from the engineer assisting Wheeler Round in applying for their storm water permit. They are requesting the Town to sign on as a co-permittee in the application.

Mr. Savage asked the engineer what the status of the HOA is for Wheeler Round and could not find them registered with the State of Vermont as well as other conditions.

At this time the Town should not sign on as co-permittee and be part of the permit.

The board will also discuss this with the engineer coming to discuss a stormwater permit, another development in August.

e) LOT Update

Mr. Brosseau asked if they had heard any feedback from residents.

Mr. Savage shared he spoke with one individual that they had to charge for big ticket items, but they don't have to charge for cars. Mr. Savage said it would not be charged if they delivered to another town that doesn't have LOT.

8. Community and Economic Development

a) Promote Swanton update

Mr. Fournier said he spoke with Mr. Speer (Village Trustee), and he was unsure if they were putting up a new sign for the new electric facility. Mr. Fournier asked because he doesn't want to put up a new industrial sign and have two large signs that close together if they were planning to put a sign up.

Mr. Fournier said they still have not decided where to put the sign of VT Route 78 for the industrial park.

Mr. Fournier said the wayfinding signs have been ordered.

9. Next Meeting Agenda Items

Quarterly finance updates, Special Funds, Invite MVR for an update

Zoom procedures, if they can remove individuals who won't identify themselves.

10. Any Other Necessary Business

Mr. Brosseau asked what the next steps would be for the lighting in the library.

Mr. Clark said they need to have a discussion with the library and get the pricing and designs for the alternative lights.

11. Policies for Review

a) ATV Ordinance

The board made no changes.

12. Correspondence

None.

13. Public Comment (Reprise)

Ms. Washburn came before the board to share the Chamber of Commerce which is closing at the end of the year and the permit for the swans is in the Chamber and her name. They would like to continue with the swans but need someone with a 501c3 to be on the permit with herself.

Ms. Washburn said she is not looking for anyone to support the care or feed the swans, that is taken care of.

Ms. Washburn is asking the Town to use its 501c3 to be on the permit.

Mr. Savage said the Town is not a 501c3 but is a non-profit.

Mr. Clark asked if the Village has been asked as it is in the Village Park.

Ms. Washburn will speak with the Village Trustees and let the board know, and if needed will add to the agenda the next meeting.

Ms. Washburn thanked everyone and is grateful for the new swan pond.

14. Upcoming Events

a) Thursday – July 23, 2026 – DRB Meeting – Town Offices – 6:00 pm

b) Friday – July 24, 2026 – Swanton Block Party – 5:30 pm – Village Green

c) Saturday – July 25, 2026 – Swanton Car Show – 9:30 am – Village Green

d) Tuesday – August 4, 2026 – National Night Out -5 to 8 pm – Village Green

e) Wednesday – August 5, 2026 – Special Selectboard Meeting – 6:00 pm – Town Offices

15. Adjourn

Mr. Fournier made a motion to adjourn at 8:07 pm, seconded by Mr. Underwood. Motion carried.

Respectfully Submitted by
Christina Candels-Assistant Town Administrator