

**DRAFT MINUTES
TOWN OF SWANTON
SPECIAL SELECTBOARD MEETING
Town Office Building
1 Academy Street, Swanton, VT 05488
In-Person & By Zoom
Wednesday, August 5, 2026, 6:00 pm**

Present: Joel Clark-Chair, Nick Brosseau, Ron Underwood, Nicole Draper, Earl Fournier-Members, Brian Savage-Town Administrator, Christina Candels-Assistant Town Administrator, Suzie Kelleher, Josh Aldrich, Josh Ramsdell
Zoom: Cell Phone, Eileen Skiff

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. Fournier requested to add a discussion on brush blocking a sign on Precision Lane/Robinhood Drive.

Mr. Clark requested to move Missisquoi Valley Rescue up on the agenda after the Health Officer's Report.

Mr. Clark requested to move the discussion on Special Funds to the next regular meeting.

D. Meeting Topics

1. Minutes

a) Regular Selectboard meeting of July 21, 2026

Mr. Brosseau made a motion to approve the Regular Selectboard meeting minutes as written on July 21, 2026, seconded by Mr. Underwood. Motion carried.

Ms. Draper abstained as she was not present at the meeting.

2. Public Comments

None

3. Law Enforcement

a) Health Officer Report

Ms. Kelleher reviewed her July report as Health Officer & Building Safety Officer.

Ms. Kelleher shared details regarding the rodent issue between Dollar General & Pine Street homes. Each property is addressing their own pest control. Ms. Kelleher said her investigation is completed and closed this incident and has notified the property owners.

Ms. Kelleher shared with the board's support she would like to help property owners/tenants when she receives complaints regarding mold. Ms. Kelleher would like to inspect the homes and help the individual with filing their complaint with the State. This way they will feel that someone is listening in the Town.

Ms. Kelleher shared she has sent three tickets to a property for not cleaning up their property. (mattress, boxspring and trash) The board asked Ms. Kelleher to continue to try to contact them and share her response from the landowner next month.

Ms. Kelleher will refer a property to the Division of Fire Safety for an unsafe fire exit for inspection.

4. New Town Business

a) Missisquoi Valley Rescue – update on activity

Mr. Ramsdell and Mr. Aldrich came before the board to share how the year has gone so far.

Mr. Ramsdell said they have been very busy, and the call volumes have been where they should be as this is their busy time of year. Mr. Ramsdell shared that only four calls in the last two months have gone to mutual aid, and they have covered all other calls. Currently they have 33 people on their roster with 3 on leave currently. All three trucks are up and running.

Mr. Ramsdell shared an update on the new building. They are working with their engineers as they are required to submit a new Act 250 permit. This is in the process, and Swanton Village has extended their lease accordingly.

Mr. Ramsdell shared they will be holding a recognition ceremony on 8/6/26 to recognize all the first responders who assisted with a medical incident in July where an individual was visiting the area and was found to be in full cardiac arrest at Hannaford. Due to the response from MVR, Swanton Fire and Swanton PD this individual survived and walked out of the UVM hospital four days later. Mr. Ramsdell shared the statistics show less than 10% of individuals survive these types of incidents and is less than 5% in rural areas like Swanton.

Mr. Ramsdell said they will hold their 50th Anniversary celebration at Swanton Rec on August 15th, 2pm-6pm.

5. Old Town Business

a) Library issues update

Mr. Savage shared he received estimates from G&G Electric for replacement lights for the library. The original lighting estimate was in the amount of \$9,129.42 and the second estimate for a different style of lighting is in the amount of \$16,153.00.

The board reviewed the light fixtures in the estimates.

Mr. Clark would like the email estimate sent to him and he would like to share these at the next library meeting.

Mr. Savage said the time for the grant is running out and he will check to see how much the grant will be funded for each option.

Mr. Clark would like a picture of the light fixtures sent to the board so they can see them vs the printed picture.

Mr. Clark has been in contact with Northern Basements regarding the elevator pit and will let the board know more about that at the next meeting.

Mr. Savage shared the painting will be completed in the 1st week in September and he has notified the library.

Mr. Clark discussed adding the snow guards to the roof and believes this can be completed by the Highway Crew.

b) Land swap update

Mr. Savage shared an email from the attorney.

c) Old Sholan Road update

Mr. Savage said Ms. Candels has left two messages with Ms. Montagne to find out if she found maps of the property.

Ms. Candels will reach out to the SR Smith or the Town of St. Albans to see if they have another avenue to contact Ms. Montagne, she is on the St. Albans Selectboard.

d) Wheeler Round Storm Water Permit Application

Mr. Savage shared that he has spoken with the engineer the Town is working with on another property, and he said the HOA for Wheeler Round is not active. At this time, it was his option they needed to restart an active HOA.

Currently the Town will not sign on as co-permittee.

6. New Town Business (Reprise)

a) Open Bids for repairs to Ronald Kilburn Transportation Museum Repairs

Mr. Underwood shared with the board that Mr. Guilmette is his cousin but has no concern about being impartial. The board had no issues with Mr. Underwood participating.

Mr. Savage received three bids as follows:

1) Menard Handy Man Services

\$26,500.00 all repairs, scroll work and one coat of paint on the entire building. The project is to be completed this season.

2) Guilmette's Handy Man Services

\$55,700.00 all repairs, scroll to be reconstructed in vinyl and two coats of paint on the entire building. Project repairs to be completed in October, scroll work to be completed over the winter and the building painting completed in May of 2027.

3) First Response Labor

\$24,340.00 all repairs, repair scroll and one coat of paint on the entire building. The project will be completed in the first week of September.

The board discussed all bids received.

Mr. Fournier made a motion to approve the bid from First Response Labor in the amount of \$24,640.00, have Mr. Savage call the references listed and authorize Mr. Savage to sign the contract and be paid for out of Special Funds, seconded by Mr. Brosseau. Motion carried.

Mr. Savage also needs to verify the bid covers all items in the RFP.

- b) Receive recommendation for new Zoning Administrator from Planning Commission
*Vote and appointment (Tentative)

This item was moved to after executive session.

- c) Quarterly Financial Update

Moved to the next regular meeting.

- d) Special Funds update

Moved to the next regular meeting.

- e) Approve having the Justice of Peace elections on the back of the ballot of the General Election ballot

Mr. Savage said the State will mail ballots to all registered voters for the General Election. This can be printed on the back of the ballots so they can be counted by the machine vs by hand.

Mr. Fournier made the following motion: I move that we approve the placing of the candidates for the Justice of Piece on the back of the General Election ballot because we mail those to all voters, seconded by Mr. Underwood. Motion carried.

- e) Set 2026 Tax Rate

The board reviewed the rate Ms. Cathy Fournier provided them with. The residential rate is a .0086 decrease, and the non-residential rate is a .0087 increase.

Mr. Fournier made a motion to set the residential tax rate at 2.0206 and the non-residential tax rate at 2.4113, seconded by Mr. Brosseau. Motion carried.

- f) Brush on Precision Lane

Mr. Fournier shared there is an industrial park sign on Precision Lane that has brush in front of it, making it hard to see. The sign is in good condition, and Mr. Fournier would like the brush to be cleaned up.

Mr. Clark asked Mr. Savage if the paperwork was ever completed to take over Precision Lane? No, he will follow up with the Town attorney on the deed paperwork. The highway crew does plow the road.

Mr. Clark said he will speak with Mr. Lapan, and they can take care of the brush.

7. Community and Economic Development

- a) Update on Promote Swanton

Mr. Fournier shared the example the received for new Industrial Park signs.

Mr. Fournier said he will meet with Justin on 8-21-26 at 9am to seek guidance from him where the signs should be placed for both locations.

Mr. Fournier said he can reach out to Representative Walker for guidance.

Mr. Clark recommended Mr. Fournier reach out to the VTrans district garage for placement guidance first; both signs would be on VT Route 78.

Ms. Draper said she expects the wayfinding signs to be in soon.

Mr. Fournier said he would like to meet with business and have them purchase their square for the industrial park signs.

8. Policy Review for Meeting of August 18, 2026

- a) Public Indecency Ordinance
- b) Burning and Disposal of Solid Waste

9. Any Other Necessary Business

Mr. Savage shared the van ordered for the Rec Department is complete but has not shipped from Kansas yet. It currently lists it as quality assurance hole.

Mr. Savage shared he received a suggestion from a local resident that they should replace a bench on the walking bridge that is currently rotted with a rod iron bench.

Ms. Draper suggested the board take a site visit to the bridge for everyone to see the condition of the bridge, and it will need attention.

Mr. Savage will get prices for a bench and let the board know.

Ms. Draper said they will fix the railing.

Mr. Brosseau asked if there will be a discussion with the Village regarding the ownership of the park. Mr. Clark said he wants to state publicly that it should remain the way it is now.

Mr. Fournier said if there are major investments needed in the park that should be shared by all Swanton taxpayers not just the Village. Ms. Draper said that is why she supports a combination of Parks & Recreation in that way everyone in Swanton can participate in the parks. This would be a great discussion for a joint meeting.

10. Items for Regular Selectboard Agenda of August 18, 2026

No additions.

11. Public Comment (Reprise)

None

12. Upcoming Events

- a) Tuesday – August 11, 2026 – Primary Election Day – Swanton Village Complex
120 First Street – Polls open at 7:00 am to 7:00 pm - Town offices are CLOSED
- b) Tuesday – August 18, 2026 – Regular Selectboard Meeting – Town Offices and
Zoom -6:00 pm
- c) Thursday – August 27, 2026 – DRB Meeting – Town Offices and Zoom – 6:00 pm
- d) Saturday – August 29, 2026-End of Summer Market Event- Village Green 10am-
4pm

13. Executive Session (Personnel)

Ms. Draper 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 7:18 pm, seconded by Mr. Underwood. Motion carried.

Ms. Draper 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, all board members voted Iye. Motion carried.

Ms. Draper made a motion to exit executive session at 8:01 pm, seconded by Mr. Brosseau. Motion carried.

Action Taken:

Mr. Clark said during the executive session they reviewed the recommendation from the Planning Commission for appointing a new Zoning Administrator.

Ms. Draper made a motion to send an offer of employment to Ms. Candels, seconded by Mr. Underwood. Mr. Fournier apposed the motion, all other members voted Iye. Motion carried.

14. Adjourn

Mr. Underwood made a motion to adjourn at 8:02 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.