

**DRAFT MINUTES  
TOWN OF SWANTON  
SELECTBOARD MEETING  
Town Office Building  
1 Academy Street, Swanton, VT 05488  
In-Person & By Zoom  
Tuesday, August 18, 2026 6:00 pm**

Present: Joel Clark-Chair, Earl Fournier, Nicole Draper, Ron Underwood-Members, Brian Savage-Town Administrator, Cathy Fournier-Town Clerk, Christina Candels-Assistant Town Administrator, Sargent Kyle Gagne

Zoom: Nick Brosseau-Member, Michael Miller, Cell Phone

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

Ms. Cathy Fournier requested to add Liquor Control for two tobacco license renewals.

Mr. Clark requested to add the conversation regarding the port-a-Let at the LVRT under Police.

Mr. Underwood requested to add a conversation for the bridge on the walking trail.

D. Topics

1. Minutes

a) Special Selectboard Meeting of August 5, 2026

b) Special Selectboard Meeting of August 10, 2026

**Ms. Draper made a motion to approve the Special Selectboard Meeting Minutes of August 5, 2026, and August 10, 2026, as written, seconded by Mr. Underwood.  
Motion carried.**

2. Public Comments

Mr. Clark wanted to share the good job and teamwork last Monday night into Tuesday. The Town and the Village worked together getting the roads open and power on. The Village had help come from Stowe, Enosburg and Morrisville to restore power quickly. Great job by everyone.

Mr. Brosseau took a moment to give a tribute to Ed Daniel who recently passed who was a longtime Planning Commission Member and Village Trustee who will be missed in the community.

3. Law Enforcement.

a) Swanton Police Department

Sargent Gagne came before the board to share the incident analysis from July 2026. In July 2026 Swanton Village Police responded to 180 incidents resulting. Swanton Village Police provided 21.5 hours of additional services. The top 10 incidents were as follows:

103 traffic stops, 13 directed patrols, 9 agency assists, 7 suspicious persons/circumstances, 6 vin verifications, 6 DUI alcohol or drugs, 4 motor vehicle complaints, 4 citizen assists, 3 disorderly conduct/noise complains and 2 crash/property damage. Of the 103 traffic stops 23 tickets and 95 warnings were issued.

There were 9 arrests of 9 individuals resulting in 14 charges.

The board reviewed the speed report for tickets.

Sargent Gagne shared they have one officer in the Full-time police academy. This officer was one of the three officers recognized for a lifesaving event in July.

Mr. Clark asked if there has been a write up from this. NBC 5 did a story.

Ms. Draper shared she has had neighbors reach out regarding excessive speed since the young man was hit on a bike earlier this summer, golf carts in the roads at night. Sargent Gagne will share this with the other officers.

Mr. Clark opened the discussion regarding vandalism of the port-a-let at the LVRT trailhead. Sargent Gagne asked if it has been reported to the Police? The board did not believe so. The incidents seem to be happening during the day. Kicking in the door, braking items and spreading toilet paper around. The town has received a bill for \$160.00 to replace the toilet seat and the hand sanitizer dispenser. The company has asked if the Town would like to continue to have the part-a-let? At this time the board agreed to keep the port-a-let. Mr. Clark asked Mr. Savage to reach out to the camera company that installed the camera and when it will be tied into the village camera system.

Sargent Gagne will also find out if they can log into view the camera on their monitors. That is what the company was paid for.

Sargent Gagne shared how they record camera video storage now.

Mr. Clark said when he discussed with the Village Manager about tying in the cameras Mr. Sheets was able to pull cameras up on his computer.

Mr. Brosseau congratulated Sargent Gagne on another successful National Night Out. Sargent Gagne shared they had a great crowd and the weather was great.

#### b) Swanton Animal Control

The board reviewed Mr. Bensons ACO report.

Ms. Draper asked if the repeated incident with the dog on Platt st is registered? Yes.

### 4. Highway Department

#### a) Report

Mr. Clark shared the crew is doing well and has prepped for paving and working on trees. They worked to take care of down trees and get the roads open after the storm.

Mr. Clark shared they had to have the clutch replaced in the woodchipper at the cost of \$2,800.00 The loader is still being repaired.

Paving will begin this week.

The supervisor from SD Ireland who is doing the paving give Mr. Lapan and paper that shows his estimate for paving to be about 10% higher than the estimate in the bid.

Mr. Clark said the bid for Ireland was \$359,073.00 and could be closer to \$399,000.00.

Mr. Clark said the Town pays on tonnage used and asked the board if they wanted to cut down on the number of miles paved? The paving budget is \$400,000.00.

The board discussed and agreed to pave the same roads, if extra tons are needed it will still be at the same price per ton. Mr. Clark is going to meet with them tomorrow as well.

Mr. Fournier asked if they should have a contractor take care of the Brooklyn St culvert, to get that project done. Mr. Clark asked them to give them a few more weeks because they have been very busy and do not want to spend the extra money. The board agreed to not change the plan to have the Highway crew take care of the project.

## 5. Expenditures

### a) General Orders

**Ms. Draper made a motion to approve the General Orders of July 22, 2026, to August 18, 2026, in the amount of \$150,096.59, seconded by Mr. Underwood.**

Mr. Fournier asked what the invoice for NRPC Hazardous Mitigation was for? They are working on the new plan as the previous one has expired.

### b) Highway Orders

**Mr. Brosseau made a motion to approve the Highway Orders of July 22, 2026, to August 18, 2026, in the amount of \$64,056.86, seconded by Mr. Fournier. Motion carried.**

### c) Library Orders

**Ms. Draper made a motion to approve the Library Orders of July 22, 2026, to August 18, 2026, in the amount of \$3,272.45, seconded by Mr. Underwood. Motion carried.**

### d) Highway & General Payroll Orders

**Mr. Brosseau made a motion to approve the Highway & General Payroll Orders of July 22, 2026, to August 18, 2026, in the amount of \$36,782.38, seconded by Ms. Draper. Motion carried.**

### e) Library Payroll Orders

**Ms. Draper made a motion to approve the Library Payroll Orders of July 22, 2026, to August 18, 2026, in the amount of \$10,309.00, seconded by Mr. Fournier. Motion carried.**

### f) Special Orders

**Mr. Brosseau made a motion to approve the Special Orders of July 22, 2026, to August 18, 2026, in the amount of \$8,502.53, seconded by Mr. Fournier. Motion carried.**

## 6. Old Town Business

### a) Update on Land Swap

Mr. Savage shared the School District and attorney are still reviewing the documents.

### b) Update on Discontinuation of Old Sholan Road

Mr. Savage shared he has spoken with Ms. Montagne, and she is still looking for documentation she remembers ready stating they own the road.

Mr. Savage said the reason he called Ms. Montagne was because the Town received a deed that was recorded for State Dr. that makes reference to a mylar that has not been recorded or has been finished. Mr. Savage will contact the engineer, because legally to have that deed recorded it needs to have a mylar tied to the deed.

The ownership of the section of Sholan Rd will need more research if Ms. Montagne cannot provide proof of ownership.

c) Library lighting fixtures

No update.

d) Railroad Depot – Asbestos and Lead Testing

Mr. Savage said the test was done today, and he should get the report next week.

Mr. Clark said that is why they have not awarded the contract until this is done.

e) Precision Lane update

Mr. Savage has sent emails to the Town attorney asking for an update on this. FCIDC was supposed to deed this to the Town. This showed up when Vermont Precision Tools purchased the lot.

Mr. Fournier said that Ms. Green cleaned up around the sign, as she said she would. Mr. Fournier spoke with Mr. Dan Handy regarding the brush on the corner of Precision Lane and Robinhood Drive, he is fine with the Town cleaning back the brush on that side as well outside of the right-of-way.

f) Update on 1 Thibault Street

Mr. Clark said they have the pictures but have no update from the Town attorney asking for his opinion regarding the Town ordinance. The board will wait for the attorney's response to proceed.

Mr. Clark would like Ms. Kelleher to send the letters to the owner so they are aware their mortgage holders have been notified. Mr. Savage will share this with Ms. Kelleher.

## 7. New Town Business

a) Quarterly Financial Update (tabled from last meeting)

The board reviewed the update with no questions or concerns.

b) Special Funds update (tabled from last meeting)

The board reviewed the balance in the Special Funds. The balance in this fund to date has an uncommitted balance of \$111,014.70.

**Mr. Fournier made a motion to donate \$2,500.00 to SEP for their Vibrancy Grants from the Special Funds and move the balance of \$108,514.70 into the Capital Reserve Fund, seconded by Ms. Draper. Motion carried.**

Ms. Cathy Fournier will track the Capital Reserve Fund the same way she does the Special Funds. This is where the Local Option Tax will be tracked as well.

c) Port-a-Let at LVRT Trailhead  
Discussed with Sargent Gagne under Police.

d) Announce New Zoning Administrator  
Mr. Clark shared Caroly Towsley has accepted the position as Zoning Administrator.  
Mr. Clark asked if we have a start date yet? Mr. Savage said August 24, 2026.  
Mr. Fournier said that is the full-time start date? Yes, Mr. Savage will confirm Thursday.  
Mr. Clark asked if that is enough time for Ms. Giroux to train? Yes.  
Mr. Clark asked board members to come in during the transition.

e) Walking Bridge between the Railroad Depot & Swanton Rec- Ownership & Maintenance  
Mr. Clark said the bridge is owned by the Town and the responsibility to maintain is the Town.  
Mr. Underwood shared the way he walked the bridge with his wife last week and the railings need work and the graffiti.  
Ms. Draper shared Steve believes he can fix the railings with some lumber.  
Mr. Underwood shared they should spend some money fixing and maintaining so they don't end up with a bridge that has been neglected for 20 years like the Depot Museum.  
Mr. Clark will also contact the State, they offered to send someone to inspect the bridge, and they have not come yet.  
The board agreed this needs to get done but who should follow this, Rec? This can be discussed. Not paid for by the Rec.  
The bridge is an attraction and well used part of the Rec path.

## 8. Liquor Control

**Ms. Draper made a motion to recess the Regular Selectboard meeting and enter Liquor Control Board Meeting at 6:56 pm, seconded by Mr. Fournier. Motion carried.**

Ms. Cathy Fournier said she has two renewals for Stewart Shops for Tobacco and Tobacco Substitute. No violations.

**Ms. Draper made a motion to approve the Tobacco and Tobacco Substitute License for the applicant as stated, seconded by Mr. Underwood. Motion carried.**

**Ms. Draper made a motion to exit the Liquor Control Board Meeting and resume the Regular Selectboard meeting at 6:58 pm, seconded by Mr. Fournier. Motion carried.**

## 9. Community and Economic Development

### a) Promote Swanton update

Mr. Fournier said he meets with the sign guy on Friday at 9am. Mr. Savage did reach out to the State, and they cannot put any signs in the State right-of-way, they do not allow any signs except official traffic notifications.

The board discussed whether they could replace in the current existing sign locations, Mr. Fournier will share what he learns from the meeting Friday.

Ms. Draper said the way-finding signs should be back any day.

10. Next Meeting Agenda Items

a) Public Hearing and Site Visit – Hazard Road 5:00 pm Bushey Road end of Hazard Road where the pavement ends.

11. Policies for Review

a) Public Indecency Ordinance-No changes  
b) Burning and Disposal of Solid Waste  
Need to add guidance to the website until this is reviewed.

11. Correspondence

None

12. Public Comment (Reprise)

Ms. Draper shared she will be out of town on vacation from 9/3-9/20.

13. Upcoming Events

- 1) Thursday, August 27, 2026 – DRB Meeting – 6:00pm – Town offices and Zoom
- 2) Tuesday, September 1, 2026 – Public Hearing – 5:00 pm – Hazard Road – Road Re-classification
- 3) Tuesday, September 1, 2026 – Regular Selectboard Meeting – 6:00 pm – Town Offices and Zoom
- 4) Monday, September 7, 2026 – Labor Day Holiday – Town Offices and Operations are CLOSED

14. Executive Session (Personnel)

**Ms. Draper made the following motion at 7:05 pm: I move that we find that we enter executive session for the Selectboard to receive confidential personnel information for which the premature disclosure of it to the general public would clearly place the Selectboard & others at a substantial disadvantage, seconded by Mr. Underwood. Motion carried.**

**Mr. Fournier made a motion to exit executive session at 7:15 pm, seconded by Mr. Underwood. Motion carried.**

No Action Taken

15. Adjourn

**Ms. Draper made a motion to adjourn at 7:15 pm, seconded by Mr. Underwood. 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 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.