

**DRAFT MINUTES
TOWN OF SWANTON
SELECTBOARD MEETING**

**Town Office Building
1 Academy Street, Swanton, VT 05488
In-Person & By Zoom
Tuesday, October 6, 2026**

Present: Nick Brosseau-Vice Chair, Earl Fournier, Nicole Draper, Ron Underwood-Members, Brian Savage-Town Administrator, Cathy Fournier-Town Clerk, Christina Candels-Assistant Town Administrator, Bob Nielsen

Absent: Joel Clark-Chair

Zoom: Junior Adams, Cell Phone

A. Call to Order

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

B. Pledge of Allegiance

Mr. Brosseau led those present in the Pledge of Allegiance.

C. Agenda Review

Mr. Savage said the Building & Safety Ordinance Appeal Hearing will be postponed to another date.

Mr. Savage requested to add Executive Session for Legal.

Mr. Savage requested to add under New Town Business the meeting date change for the first meeting in November due to Election Day.

D. Meeting Topics

1. Minutes

a) Regular Selectboard meeting of September 15, 2026

Mr. Underwood made a motion to approve the September 15, 2026, meeting minutes as written, seconded by Mr. Fournier.

Ms. Candels clarified one motion had the incorrect name and will fix.

Mr. Underwood amended his motion to approve of the change discussed, seconded by Mr. Fournier. Motion carried.

2. Public Comments

None

3. BUILDING AND SAFETY ORDINANCE APPEAL HEARING

Postponed to another date.

4. Law Enforcement

a) Health Officer Report

The board reviewed the Health Officers Report.

5. Highway Department

Mr. Savage shared it is his understanding the culvert replacement for Brooklyn Street will begin this week.

Ms. Draper gave the Highway Crew a shoutout for their recent help with the unloading of a 16' pallet. They were right there when she needed help and very accommodating.

6. Old Town Business

a) Library issues update

Mr. Savage shared that Mr. Clark has another company coming 10/15 to view the elevator pit for drainage. The elevator company will also perform the scheduled maintenance at the same time to save a service call.

Mr. Savage said the painting was complete, but that Abby was not satisfied with the walls.

Ms. Candels asked Ms. Draper if she had been over to see it? Not yet but will tomorrow. Ms. Gaudette did tell her she was not happy with the sanding.

Mr. Savage has not heard from the electrician when the lights will be installed. They have been ordered.

b) Railroad Depot update

Mr. Savage shared they were painting last week, but he is not sure if they are complete yet.

c) Old Sholan Road update

No update.

d) Precision Lane update

Mr. Savage said this is not complete and owned by the Town, the deed has been recorded.

Mr. Fournier said now that it is complete he would like the highway crew to look at the brush and clean it up.

e) Update on Land Swap

Mr. Savage has spoken with Ms. Julie Regimbal, and they agree they would like to have a meeting with all the parties involved to find a path forward.

Mr. Fournier said he did speak with Mr. Rowell, and he would like to meet with everyone as well.

Mr. Fournier would like to know the cost from the engineer if they need to go in a different route and will need new mylars. Mr. Savage will find out.

f) VOSHA Penalty update

Mr. Savage shared the State has approved the corrections and the penalty was reduced to \$3537.00, and the State has officially closed the case.

Ms. Candels has a plan going forward with Mr. Lapan to keep the program up to date.

Ms. Candels has set up a training for the Highway Crew next week.

7. New Town Business

a) Decals for Recreation Van

Ms. Draper asked the board before she ordered decals for the van what the board agreed should be on the van. The board members agreed “Swanton Recreation”.

b) VLCT PACIF – Election of Directors

Mr. Savage shared that PACIF is the insurance company that insures municipalities. Each municipality has a vote for the board of directors.

Ms. Draper made a motion to authorize Brian Savage to sign and vote on behalf of Swanton for PACIF and approve the candidates listed, seconded by Mr. Underwood. Motion carried.

Mr. Fournier asked if the email they received will affect the cost of the Towns insurance. Mr. Savage said this is a disagreement between VLCT and PACIF. This has no effect on the Town currently.

c) First November Meeting Date

Mr. Savage said the first meeting in November is also Election Day so they should move to another night.

Ms. Draper made a motion to move the regularly scheduled meeting of November 3rd to November 4th to accommodate Election Day, seconded by Mr. Fournier. Motion carried.

8. Community and Economic Development

a) Promote Swanton update

1) Signage for Babbie Blvd & Robin Hood Drive

Mr. Fournier said they have the quote for the concrete installation of the piers for the new signs in the amount of \$4,600.00.

Mr. Fournier shared he has not been out to the intersection of Robin Hood and VT Route 78 and is fine with placing the new sign in the current sign’s location, the only difference is they will need to be higher beams due to the ditch. The estimate included the cost for the higher beams.

Mr. Fournier said they will be able to get them done this fall if approved.

The cost for the two signs with the higher beams is \$16,200.00 plus \$4,600.00 for concrete.

Mr. Fournier made a motion to approve the purchase of the two signs and concrete in the amount of \$20,800.00 paid for from the Economic Development Fund, seconded by Mr. Underwood. Motion carried.

Ms. Candels has the quote for the concrete and can approve via the estimate and will email JD Designs as well.

Ms. Candels has an easement for Fournier Farm Equipment and will get it to him this week to review when he can come in and sign with a notary here.

Ms. Draper made a motion for Ms. Candels to approve the contract, seconded by Mr. Underwood. Motion carried.

Ms. Candels will make a list and contact the business in the Industrial Park and Robin Hood Dr for them to view their sign options. Each business with purchase their own sign.

The board discussed the wording on the Robin Hood/VT Route 78 and agreed it should say, “Swanton Robin Hood Business Park”. The board agreed to have the logo and Swanton on the sign. Mr. Fournier will let Justin know what they want the sign to say.

2) Ground & Arial Drone Photos

Ms. Draper shared a quote she received for additional pictures of fall and winter drone photos as follows:

Fall arial \$375, arial and ground \$550.

Winter arial \$425, arial and ground \$600.

The board discussed having seasonal photos and that the fall window is closing quickly. The budget for Promote Swanton has the money for this.

Mr. Brosseau suggested taking time for the season, but the photographer’s schedule is filling up, and he recommends getting on the schedule as other communities are scheduling.

Mr. Underwood made a motion to approve spending \$1,150.00 on fall & winter ground and arial photos, from the Promote Swanton budget, and Mr. Savage to sign the contract, seconded by Mr. Fournier. Motion carried.

9. Next Meeting Agenda Items

- a) Quarterly Financial Review
- b) New Recreational Facility
- c) Building and Safety Ordinance Appeal Hearing (Date TBD)

10. Policies for Review

- a) Cat ordinance
- b) Ethical Conduct and Conflict of Interest-Ms. Candels will find out if the Municipal Code of Ethics requires changes with this.
- c) Burning and Disposal of Solid Waste Ordinance-Ms. Candels has met with the Fire Chief and is working on this ordinance update.

11. Correspondence

None

12. Public Comment (Reprise)

None

13. Coming Events

- a) Tuesday, Oct. 13, 2026 – Planning Comm. – Town Office – 5:00 pm
- b) Thursday, Oct. 15, 2026 – Town and Village Taxes Due
- c) Tuesday, Oct.20, 2026 – Regular Selectboard – Town Office 6:00 pm
- d) Thursday, Oct. 22, 2026 – DRB – Town Office – 6:00 pm

14. Executive Session

Ms. Draper made the following motion: I move that we find that we enter executive session for the Selectboard to receive confidential Legal

information for which the premature disclosure of it to the general public would clearly place the Selectboard & others at a substantial disadvantage at 6:47 pm, seconded by Mr. Fournier. 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, seconded by Mr. Fournier. Motion carried.

Ms. Draper made a motion to exit executive session at 7:08 pm, seconded by Mr. Underwood. Motion carried.

Action Taken:

Mr. Fournier made a motion the Town withdraw the complaint concerning the 213 St. Albans Rd, seconded by Mr. Underwood. Motion carried.

15. Adjourn

Mr. Fournier made a motion to adjourn at 7:09 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 contract 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.