

**DRAFT MINUTES  
TOWN OF SWANTON  
SELECTBOARD MEETING**

**Town Office Building  
1 Academy Street, Swanton, VT 05488**

**In-Person & By Zoom**

**TUESDAY, May 16, 2023 @ 6:00 p.m.**

Present: Earl Fournier-Chair, Ed White-Vice Chair, Nicole Draper, Steve Bourgeois, Cody Hemenway, Members, Brian Savage, Town Administrator, Cathy Fournier, Town Clerk, Christina Candels, Administrative Assistant, Kevin Lapan, Swanton Highway Forman, Ed Daniel, Amy Giroux, Chevon Copper, Joel Clark-Zoom, Ross Lavoie, Gordon Winters-Zoom, Scott Mallory-VELCO

A. Call to Order-Mr. Fournier Called Meeting to Order at 6:00pm.

B. Pledge of Allegiance- Mr. Fournier led those present in the Pledge of Allegiance.

C. Agenda Review:

Ms. Fournier requested to add ARPA, Library Payroll to Expenditures.

Mr. Savage requested to delete Deborah Dubois Lavoie request from New Business.

Ms. Draper requested to add Walk to Shop Program to Other Necessary Business.

Mr. Fournier requested to add Mr. Fournier's conversation with Mr. Kent Henderson to New Business, pertaining to a conversation with Mr. Roger George on 5/11/23.

D. Meeting Topics

1. Minutes

a) May 2, 2023 - Regular and Zoom Selectboard Meeting.

**Mr. White made a motion to approve the Draft Minutes from the 5/2/23 Selectboard Meeting, seconded by Mr. Hemenway Motion Carried.**

2. Public Comments: None

3. Expenditures

a) General Orders

**Mr. Hemenway made a motion to approve the General Orders of 4/19/2023 through 5/16/2023 in the amount of \$145,569.36, seconded by Mr. White. Motion carried.**

- b) Highway Orders  
**Mr. Bourgeois made a motion to approve the Highway Orders of 4/19/2023 through 5/16/2023 in the amount of \$45,227.13, seconded by Ms. Draper. Motion carried.**
- c) ARPA  
**Mr. White made a motion to approve the ARPA Orders of 4/19/2023 through 5/16/2023 in the amount of \$3,047.07, seconded by Mr. Hemenway. Motion carried.**
- d) Library Orders  
**Ms. Draper made a motion to approve the Library Orders of 4/19/2023 through 5/16/2023 in the amount of \$493.53, seconded by Mr. White. Motion carried.**
- e) Highway & General Payroll Orders  
**Mr. Hemenway made a motion to approve the Highway / General Payroll Orders of 4/19/2023 through 5/16/2023 in the amount of \$34,153.37, seconded by Mr. White. Motion carried.**
- f) Library Payroll  
**Mr. White made a motion to approve the Library Payroll of 4/19/2023 through 5/16/2023 in the amount of \$4,268.06, seconded by Ms. Draper. Motion carried.**

4. Highway Department:

Mr. Lapan has no concerns to report to the board.

Mr. Fournier requested the Highway Department install a stop sign on the end of Sholan Road at the intersection of Sholan & Bushey Road. Mr. Lapan agreed. This was in regards to citizen's concern.

Mr. Fournier wanted to discuss with the board thoughts on pursuing the project plan and costs for the improvement of Swanton Hill Road. This to include blasting to fix road. Mr. Savage will contact Mr. Tyler Billingsley.

**Mr. Bourgeois made motion authorizing Mr. Savage to authorize up to \$2500 to hire Mr. Billingsley to create plan for Town to fix Swanton Hill Road. Telling the Town what needs to be done and cost to the Town, seconded by Mr. White. Motion carried.**

5. Law Enforcement

a) Swanton Animal Control

Mr. Brad St. Francis signed/received his certified letter 5/6/23 stating he had 10 days to license dog and pay the fine for unlicensed & at large dog totaling \$200. This was not completed by Mr. St. Francis. After board discussed the situation, Mr. Savage will contact Mr. Benson to proceed with impounding of the animal, where & whom will care for dog while under Town care. This will also accrue a daily fine for impounding of dog

**Mr. Hemenway made motion to have ACO Mr. Benson impound dog for failure to pay & license the dog, seconded by Mr. White. Motion carried.**

6. Old Town Business

a) LVRT Update

Mr. Clark informed the board will have update with site plan mid-June, they then will schedule public hearing. Plan is still for construction Spring 2024, possible clearing of site fall 2023.

b) Recreation/Community Center RFPs for Feasibility Study

Received one Feasibility Study from Ballard King & Associates. This firm will charge \$16,500, provided a timeline of the study in proposal. (Estimated 3 months start to finish)

Mr. Clark confirmed they have a concept plan of project which the firm will require for study. Mr. Clark will get this to Mr. Savage.

Mr. Fournier read an email for Ms. Betsy Fournier to inform board the Recreation Committee is concerned about time, cost and being kept in the loop thru the process. Ms. Betsy Fournier also wanted to address where the cost of study would be funded? Out of the allocated \$600,000 of ARPA funds?

Mr. Lavoie comment spoke of importance to looking into adding Local Option Tax to pay for this & future projects. There is potential to collect a good amount of money for Town with this tax. Spoke of what neighboring Towns are collecting with this, therefore people are already paying this. Mr. Lavoie commented the importance of building a facility that is designed for function not fashion.

Mr. Bourgeois spoke to the land slated for this project, still needs to be address with Swanton Village.

Cross Consulting did Wetland Delineation on the proposed site, this as well as Stormwater work will be needed on the property, the designs with Cross Consulting are on hold until the Feasibility Study is completed Mr. Clark stated.

Mr. Clark spoke of possibly required permits with Cross Consulting Stormwater & Wetlands were stated, he will follow up to ensure that's all needed.

Mr. Bourgeois wanted to ensure if the Town takes ownership no issues arise in the future, weather it will be considered Brownfield.

This should be part of lease discussion with Swanton Village.

Board discussed moving with property transfer or long-term lease of the property with Swanton Village.

**Mr. Bourgeois made a motion to accept proposal from Ballard King & Associates in amount of \$16,500. The use of ARPA funds reserved for Rec will pay for this study, seconded by Mr. White. Ms. Draper abstained. Motion Carried.**

**Mr. White made motion to give Mr. Savage ability to sign a Contract with Ballard King & Associates to complete Feasibility Study in amount of \$16,500, seconded by Mr. Bourgeois. Ms. Draper abstained. Motion carried.**

c) M.V.U. Sidewalk – Public Input Meeting

Scheduled for June 6, 2023 7 p.m. Swanton Village Complex. Mr. Fournier spoke of getting together with Ms. Bethany Remmers prior to meeting to have article placed in St. Albans Messenger. Concerns Mr. Fournier has heard is usage, safety & rights-of-way. Future growth in the area can be considered with the usage of sidewalk also. Town as already set aside enough to cover the Town's projected match.

7. New Town Business

a) Representative from VELCO concerning transmission line upgrade

Mr. Mallory from VELCO spoke to board to tell them VELCO's plans to update 17 miles of transition lines thru St. Albans, Highgate, Swanton & Georgia, it is in need of upgraded structure. Many wooded poles are deficient. The replacement of these lines will be done while keeping existing lines energized during construction. No new easements or rights-of-way will be needed, current 150' corridor will be sufficient. Will need to clear to full 150'. Have discussed with land owners for roads to right-of-way. New transition lines will switch from horizontal configuration to vertical. Creating a need for taller poles, new transition poles will be 40' taller than existing approximately 77' tall. Lines going from H frame structure to single polls. Single pole system has design to prevent large rows of polls from falling down together due to storm. Approximate 2-year construction plan. Expecting to pull together regulatory permitting primarily thru state of Vermont, Public Utility Commission, Agency of Natural Resources, Army Core of Engineers. This project will eliminate energy line loss by 50%, will adding a second conductor line.

b) Scheduling of public hearings for Municipal Plan with Planning Commission

Public Hearing June 14, 2023 6:30 pm (Planning Commission)  
Selectboard Public Hearing July 18, 2023 6pm (Regular  
Selectboard Meeting)  
Selectboard Public Hearing August 22, 2023 6pm (Special  
Meeting)

**Mr. Hemenway made a motion to approve and schedule regular Selectboard meeting August 15, 2023 as well as Special Selectboard meeting August 22, 2023, seconded by Ms. Draper. Motion carried.**

Mr. Daniel wanted to take time to thank all parties involved in writing of the new Municipal Plan. Special thanks to Ms. Amy Giroux, Mr. Cory Parent, PC Members (Ed Daniel, Ross Lavoie, Andy LaRocque, Heather Buczkowski, Oliver Manning), Brian Savage. Everyone working together drafted a plan that went from 200 pages to 80 pages.

c) Discussion of use of ARPA Funds to hire a consultant to update the land use and development regulations.

Ms. Giroux is requesting the board approve the hiring of Corey Parent- Leonine Public Affairs to assist in writing new Zoning Bylaws for Swanton. Mr. Parent has submitted Proposal of Services in amount of \$2,000 month for 10-11 months beginning in August 2023.

Ms. Giroux stated they would like to use ARPA monies now with the intent to apply for grant to cover the costs, replacing used ARPA funds.

**Mr. Bourgeois made a motion to approve hiring Mr. Parent to assist Planning Commission in writing new zoning & bylaws, in amount up to \$25,000, seconded by Mr. White. Motion carried.**

**Mr. Hemenway made a motion to approve Mr. Savage to sign a contract with Mr. Parent, seconded by Ms. Draper. Motion carried.**

d) Set date for Veteran Flags:

Veterans Flags to be installed May 27, 2023, 9am, Taken down June 3, 2023, 9am

Ms. Draper recommended adding more flags, and the board agreed to look into other locations for flags. For example, Veterans Memorial Park on Veterans Day.

8. Any Other Necessary Business

**Northwest Regional Plan**

Ms. Draper discussed the New Northwest Regional Plan; she shared a draft plan. NWRP is looking for public input.

This plan shares growth potential. These plans have impact on growth and Federal Funds.

Series of meeting coming up are:

**5/22/2023** 5pm in person at Franklin County Northwest Region Planning Commission Office.

**5/31/2023** 7pm City Hall Public Hearing.

**7/17/2023** Zoom-Release of Final Draft and Adopt Plan.

**Maquam Shore**

Mr. Savage with Mr. Kent Henderson of Friends of Northern Lake Champlain if any study had been committed that was mentioned previously in 2021. Mr. Henderson told Mr. Savage about Ms. Kim Jansen having visited the area previously. Mr. Savage will reach out to her.

Mr. Fournier would like to see if Ms. Jensen can come back to board with what she found in her site visit.

Mr. Savage has verified there is no evidence a specific grant for this where not applied for.

Mr. Fournier stressed the importance of people understanding if there are invasive plants growing there is nothing the town can do to stop them, as well as knowing the water level there is way to low to run any kind of weed harvester.

**Walk to Shop**

Ms. Draper has sat on Swanton Energy Committee Meeting; they wanted her to relay to selectboard a new program there trying to bring to Swanton. Walk to Shop Trolley.

These trollies make it easier to walk to shop to your location's vs driving. Trolley Carts, they are looking to buy in bulk and subsidize to community members. Asking the Selectboard to discuss and allocate funds in future for the program.

Selectboard agreed to have further conversation in future with Energy Committee.

By subsidizing they would be more affordable to community members.

Ms. Draper will let them know the board is interested in more information.

10. Public Comment (Reprise)

11. Upcoming Events

- :
- a) Thurs. 5/25/2023 – 6:30 pm DRB Meeting – Town Offices
  - b) Mon. 5/29/2023 – Memorial Day Holiday – Town Offices and Ops Closed
  - c) Tues. 6/6/2023 – 6:00 pm Selectboard Meeting with Public Input Meeting at 7:00 pm – Swanton Village Municipal Complex –120 First St.
  - d) Sat. 5/20/23 Community Garage Sale 9am-4pm.
  - e) Sat 5/27/23 Household Hazardous Waste Disposal Day, Town Garage 8am-2p.
  - f) Mon. 5/29/23 Memorial Day Parade 2pm.

12. Executive Session (Personnel)

**Ms. Draper made a motion to enter executive session at 8:03 pm., seconded by Mr. Hemenway. Motion carried.**

**Ms. Draper made a motion to exit executive session at 8:30 pm., seconded by Mr. White. Motion carried.**

**Mr. Hemenway made a motion to advise VTrans the Town of Swanton will accept an easement for their road to begin construction. Under two conditions:**

**1) Perform Scoping Study of intersection of Bushey Road & VT Route 207.**

**2) Written Commitment for VTrans to follow thru with Scoping Study and recommendations.**

**Seconded by Mr. White, Motion carried.**

**E. Adjournment-**

**Mr. Bourgeois made a motion to adjourn the meeting at 8:35pm, seconded by Ms. Draper, motion carried.**

Respectfully submitted,

Christina Candels  
Administrative Assistant