

Draft Minutes
TOWN OF SWANTON
SPECIAL SELECTBOARD MEETING
Swanton Village Municipal Complex
120 First St., Swanton, VT 05488
In-Person & By TEAMS
TUESDAY, September 26, 2023 – 6:30 pm

Present: Earl Fournier-Chair, Cody Hemenway, Nicole Draper, Steve Bourgeois-Members, Ed White Sr.-Absent, Brian Savage-Town Administrator, Christina Candels-Administrative Assistant, Cathy Fournier, Betty Fournier, Besty Fournier, Eugene LaBombard, Susan Collins, Al Kinzinger, Bona Sylva, Heidi Lacross, Matt Walker, Gordon Winters, Nick Michaud, Josh Ellenbrook, Dave Chevalier, Kiersten Bourgeois, Jon Nielsen, Jason Guyette, Susan Hunter, Deb Bourgeois, Sandy Skeels-Kilburn, Ron Kilburn, Lynn Savage, David Winchester, Donald Bourgeois, Lisa Bourgeois, Michael Walke, Jenny Walke, Julia Tinganelli, Emily Walke, Hank Lambert, Sophie Vibert, Chris Leach

Teams: Lin, Ken Ballard, Jackson Stoever

A. Call to Order

Mr. Fournier called the meeting to order at 6:30 pm.

B. Pledge of Allegiance

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

C. Agenda Review

C. Meeting Topics

Ms. Besty Fournier gave a presentation on behalf of Swanton Recreation.
See Attached Presentation.

Mr. Brian Savage gave a presentation of how they got to this point & feasibility study. See Attached Presentation.

Mr. Fournier opened up the floor for questions from members of the public.
Some of the community questions were:

- How did the recreation committee come to this design?
- Is this facility big enough?
- Does the town own the property? How large is property?
- Has Highgate been consulted as to pros/cons of running rec facility
- How will this facility include senior center opportunities?
- Does the feasibility study include debt service?
- Does the feasibility study include present employees?
- Is the feasibility study just for additional operating expenses & new revenues?
- Is there a maintenance and upkeep budget? To maintain the new facility?

- How much of the current property is wetlands that will be available to use?
- What is the long-term plan parking & road traffic?
- Is a stormwater retention pond being required?
- As with any business plan cost vs. income, cost are fixed expenses, income is the variable? With part time staff this is adjustable.
- Is that land been excavated? Will an archeological dig be required?
- Are the fees proposed the same as current fees?
- Is there currently a number of kids that they have to turn away due to shelter needs?
- What is the size of the basketball court? Will the local schools have access to the facility?
- Do they plan to keeping the existing building?
- What are the major drivers for new revenue?
- What will the hours of operation be? Early access?
- How will this be affordable for people on a fixed income?

E. Any Other Necessary Business

F. Adjourn

**Mr. Hemenway made a motion to adjourn at 7:52 pm, seconded by Ms. Draper.
Motion carried.**

Respectfully Submitted by
Christina Candels -Administrative Assistant

TOWN OF SWANTON COMMUNITY CENTER

Informational Meeting

September 26, 2023

TIMELINE

- **9/6/2022 – Representatives of Swanton Recreation Commission attend Selectboard Meeting to propose the concept of a “Recreation and Community Center” estimated cost of \$1.6 to \$1.8 million.**
- **9/20/2022 – The Selectboard sets aside \$660k of ARPA funds for development of the center with \$107k to be used for engineering.**
- **9/26/2022 - At a meeting of the Selectboard and Village Trustees, it was decided that the facility would be built in the back lot at the Recreation Fields.**
- **12/20/2022 – Selectboard was informed that due to the design and various components of the facility, the projected cost was in the neighborhood of \$3.6 million.**

TIMELINE (Cont'd.)

- ***2/7/2023 – Motion was made at Selectboard meeting to suspend further work until a feasibility study has been completed.***
- ***5/16/2023 – Feasibility Study ordered from Bullard, King and Associates of Highlands Ranch, Colorado.***
- ***7/6/2023 – After a discussion, the Selectboard appointed Bill Sheets, Nicole Draper and Brian Savage to a committee to develop a Master Plan for the Town and Village Parks and Recreation.***
- ***7/12/2023 – After receiving feedback as to the site for the proposed facility, a committee was appointed by the Selectboard to seek other proposals for a suitable site that is either within or very close to the Village.***

TIMELINE (Cont'd.)

- *A committee was formed to evaluate the sites submitted. Serving on this Committee were Bill Sheets, Nicole Draper, Joel Clark and Brian Savage. The Parks and Recreation committee informed the Selectboard that any decision relative to changing the structure for the Town and Village in this area should wait until the new facility is approved and ready to be constructed. It would serve as the centerpiece for the committee's report.*
- *Three sites were submitted and reviewed by the Committee. Two of the sites were on Waugh Farm Road, 100 Lavoie Ave., and the existing site. After careful consideration it was determined by the Committee the best site is in fact, the original site, the lower parking lot at the Rec Fields.*

TIMELINE (Cont'd.)

- ***9/22/2023 – Feasibility Study received by the Town Administrator and electronically distributed to the Selectboard and Chair of the Recreation Commission.***

FEASIBILITY STUDY MARKET ANALYSIS

SERVICE AREAS:

Primary Service Area – Town of Swanton

Secondary Service Area – Highgate, Franklin and Alburgh

KEY FACTORS:

Population – 7,008

Median Age – 42.7

High School Graduates – 39% Some College – 29% College Degree – 23%

Median Household Income - \$73,410.00, Per Capita Income - \$40,894.00

FEASIBILITY STUDY MARKET ANALYSIS

KEY FACTORS (Cont'd.)

Total Businesses – 201

Total Employment – 2510

White Collar – 50.8%

Blue Collar – 33.4%

Service – 15.8%

Unemployed – 2.2%

FEASIBILITY STUDY MARKET ANALYSIS

DEMOGRAPHIC SUMMARY:

- *The population within the Primary Service Area is small and as a result it will be critical that the community center draws well from the Secondary Service Area.*
- *The median age in the two service areas is younger than the State of Vermont but higher than the national number. In the next five years most of the growth will be in the older age groups with anticipated declines in the youth age groups. This will push the median older during this time.*
- *Both service areas have a higher percentage of households with children than the State of Vermont but lower than the national average.*

FEASIBILITY STUDY MARKET ANALYSIS

DEMOGRAPHIC SUMMARY (Cont'd.):

- *The service areas have a slightly lower median household income than the state of Vermont but are close to the national average.*
- *The Household Budget Expenditures are somewhat lower but in line with the median household income level.*
- *The Recreational Spending Index is close to the state level and the national level of 100.*
- *There is very little ethnic and racial diversity in both market areas.*
- *The tapestry segments indicate an active population here*

FEASIBILITY STUDY MARKET ANALYSIS

MARKET REVIEW:

Within the Primary and Secondary Service Areas, there are a limited number of indoor sports, recreation and fitness facilities to serve the population base. These include:

Swanton Recreation Facilities, Swanton Public Library, Missisquoi Valley School District, Swanton Municipal Complex, Swanton Army National Guard Armory, Swanton Chamber of Commerce, Missisquoi National Wildlife Refuge, Highgate Sports Arena and the Swanton VFW.

FEASIBILITY STUDY MARKET ANALYSIS

MARKET REVIEW (Cont'd.):

There is a strong market for the Swanton Community Center that has a focus on more conventional recreation programming for Swanton and the Secondary Service Area.

MARKET CONCLUSION:

Opportunities

- The Secondary Service Area has more than a large enough population base to support a significant community center.*
- There is a significant number of households with children. This will enhance use of the center.*

FEASIBILITY STUDY MARKET ANALYSIS

MARKET CONCLUSION:

Opportunities (Cont'd.)

- *The population will continue to grow over the next five years, which will add additional users for the facility.*
- *There are only a few other indoor recreation and fitness providers in the market area.*
- *Partnerships with other community organizations could enhance the programs and services offered at the center.*
- *A public Swanton Community Center improves the quality of life in the Town.*

FEASIBILITY STUDY MARKET ANALYSIS

MARKET CONCLUSION

Challenges

- *The demographic characteristics indicate an older median age. This will have somewhat of a negative impact on the rate of participation in recreational activities at a community center.*
- *There are projected to be decreases in the youth population and increases in the senior age groups in the coming years*
- *The center will need to draw from the Secondary Service Area on a consistent basis to be financially viable.*

OPERATIONAL ANALYSIS

ASSUMPTIONS:

The following is a partial listing of the basic parameters of the project:

- *The Community Center include a gymnasium/recreation space, two activity rooms, kitchen, lobby, restrooms, storage, office and activity space. Approximately 10,000 SF.*
- *The Community Center will open in the fall of 2025*
- *The operations plan is based on the second year of operation*
- *This operational budget represents NEW expenses and revenues for the center and all program accounts*

FEASIBILITY STUDY

ASSUMPTIONS (Cont'd)

- *The existing full-time staff will be responsible for the operation of the center.*
- *There will be a high level of rentals and recreation programming in the center. The projections for programming are representative of programs that could occur in the center*
- *No bond repayment funding has been shown in the operations budget*

FEASIBILITY STUDY

OPERATIONS ANALYSIS

Projected Hours of Operation:

<i>DAYS</i>	<i>HOURS</i>
<i>Monday-Friday</i>	<i>8:00 am – 9:00 pm</i>
<i>Saturday</i>	<i>8:00 am – 8:00 pm</i>
<i>Sunday</i>	<i>Noon – 8:00 pm</i>
<i>Total hours per week:</i>	<i>85</i>

Note: Hours are subject to change based on the season, programming needs, use patterns and rental considerations.

FEASIBILITY STUDY

OPERATIONS ANALYSIS

PROJECTED FEE SCHEDULE

This is the projected rate for 2025 based on the possible opening date for the center.

Category	Daily Gym Admission		10 Admissions	
	Res.	Non-Resident	Res.	Non-Resident
Adults	\$10.00	\$12.50	\$85.00	\$106.00
Youth (2-17)	\$5.00	\$6.00	\$43.00	\$51.00
& Senior (61+)	Note- 10 Admission rate is approximate 15% discount			

FEASIBILITY STUDY

PROJECTED FEE SCHEDULE (Cont'd.):

Fitness - \$15.00/\$19.00 daily fee per class

OPERATIONS ANALYSIS SUMMARY:

Year Two Operations: The following figures summarize the anticipated operational expense and projected revenues for the operation of the Swanton Community Center in year two. Year two more accurately represents the true cost of operation and revenues than the first year.

FEASIBILITY STUDY

OPERATIONS ANALYSIS SUMMARY (CONT'D.)

10,000 SF

<u>Category</u>	<u>Budget</u>
Expenses	\$336,650.00
Revenues	\$306,832.00
Difference	(\$29,818.00)
Recovery %	91%

FEASIBILITY STUDY

OPERATIONS ANALYSIS SUMMARY (CONT'D.)

Five Year Operations: The following figures represent the expected financial performance of the Swanton Community Center for the first five years of operation. Both expenses and revenues have been adjusted on a percentage basis for each line item for each year.

FEASIBILITY STUDY

Five Year Operation

Category	Year 1	Year 2	Year 3	Year 4	Year 5
Expenses	\$314,911	336,650	353,975	372,235	391,250
Revenues	\$219,741	308,832	347,627	376,543	392,419
Difference	(95,170)	(29,818)	(6,347)	4,308	1,168
Recovery %	70%	91%	98%	101%	100%

This operations analysis was completed based on general information and a basic understanding of the project with a preliminary program plan for the center. As a result, there is no guarantee that the expense and revenue projections outlined above will be met as there are many variables that affect such estimates that either cannot be accurately measured or are not consistent in their influence on the budgetary process.

FEASIBILITY STUDY

- **FINANCING SCENARIOS**

All of the following scenarios are based on the following, that will not necessarily be the actual at the time of the final financing package.

Town 2023 Grand List: \$7,184,800.00

Possible Interest Rate: 4.25% for term of 30 Years

4.00% for term of 20 Years

3.50% for term of 15 years

Estimated increase in taxes on a property valued at \$330,000.00

FEASIBILITY STUDY

- **FINANCING SCENARIOS (Cont'd.)**

Bond Amount: \$4,000,000.00

30 Years tax increase would be \$112.86

25 Years tax increase would be \$135.30

15 Years tax increase would be \$159.39

Bond Amount: \$3,000,000.00

30 Years tax increase would be \$84.48

20 Years tax increase would be \$101.41

15 Years tax increase would be \$119.79

FEASIBILITY STUDY

- **FINANCING SCENARIOS (Cont'd.)**

Bond Amount: \$2,500,000.00

30 Year tax increase would be \$70.62

20 Year tax increase would be \$84.48

15 Year tax increase would be \$99.66

Bond Amount: \$1,500,000.00

30 Year tax increase would be \$42.24

20 Year tax increase would be \$50.82

15 Year tax increase would be \$59.73

FEASIBILITY STUDY

- **PLACEMENT OF THE FACILITY ON THE SITE:**

Mr. Earl Fournier

Chair, Swanton Selectboard





FEASIBILITY STUDY

**PUBLIC COMMENT
&
QUESTIONS**

FEASIBILITY STUDY

**THANK YOU
FOR
COMING!**



SWANTON RECREATION

Small Town, Big Rec

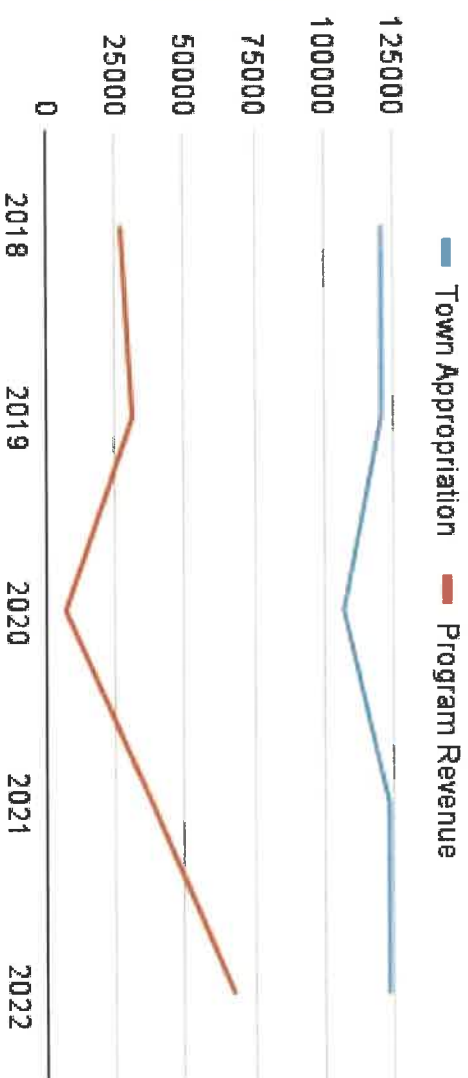
Swanton, VT

(802) 868-2493

www.swantonrec.org



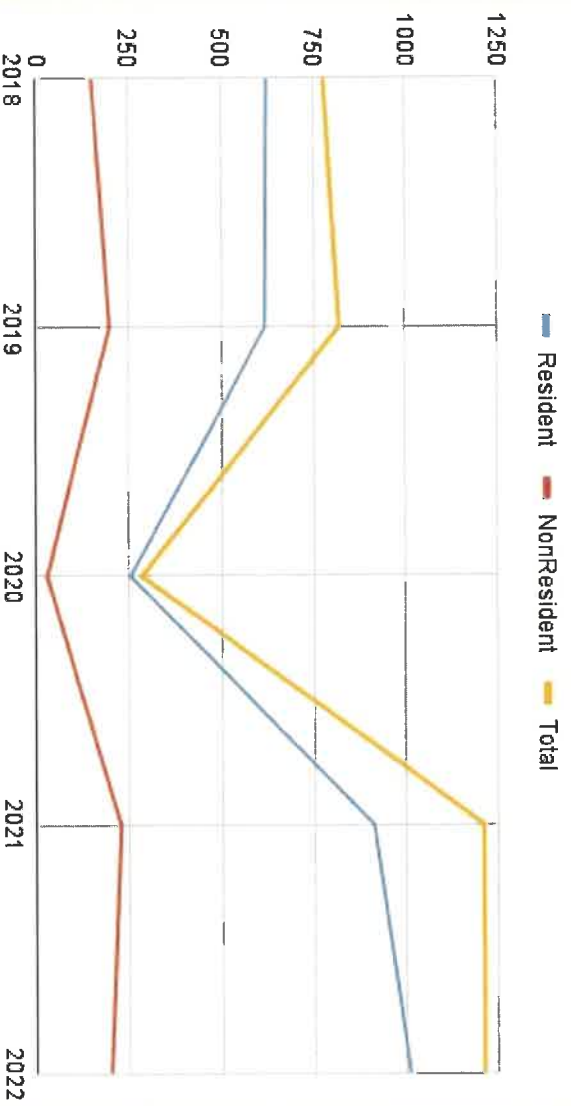
Town Appropriation and Program Revenue



Swanton Recreation's ask to the tax payers has been relatively flat over many years while programming revenue continues to grow

As shown by the number of program participants over the past few years, our outreach and engagement strategies are fostering valuable community connections.

Program Participants 2018-2022



Current Program Inventory

Youth Athletic Programs

- Soccer
- Baseball/Softball
- Basketball
- Field Hockey
- Football
- Cross Country/Track
- Out of Season Clinics

Afterschool Programs

- Youth drop in
- Youth leadership work shop
- Safe siter Babysitting course
- Passport Cooking Club
- Community service opportunities

Adult Programs

- Yoga
- Zumba
- Social groups
- Walking groups
- Art classes

Out of School Time

- Winter Vacation Camp
- April Vacation Camp

Community Education

- Remote Learning
- Get Active Wellness campaign

Youth Programs

- Kids Kitchen Cooking Club
- Crafty Kids Club
- Dungeons and Dragons Club
- Fishing Club
- Play groups.

- Summer Afternoons
- Summer Day Camp
- Early Release Day
- Teen nights

- Community Garden workshop
- Nutrition education support
- Hunters Safety
- Cooking Classes

SWANTON RECREATION

JOIN US
GET ACTIVE
AND
EXERCISE YOUR WAY THRU SWANTON!

WEEKLY WALKING MEETUP

Mondays 8am

starting 9/19

for more information www.swantonrec.org

HOT COCOA & SKATE PARTY

DATE: SEP 20, 2022

TIME: 5:00 PM - 7:00 PM

LOCATION: SWANTON RECREATION CENTER

ADMISSION: FREE

REGISTRATION: www.swantonrec.org

TEEN LEADERSHIP WEEK

DATE: SEP 26 - OCT 2

TIME: 5:00 PM - 7:00 PM

LOCATION: SWANTON RECREATION CENTER

ADMISSION: FREE

REGISTRATION: www.swantonrec.org

SWANTON RECREATION

JOIN US FOR
SMACKS MUSIC
GAMES AND FUN!

TEEN NIGHT

SEPTEMBER 23

7:00 - 9:00

for more information www.swantonrec.org

SWANTON RECREATION

Community
Disc Golf
Businesses & Discs

Disc Golf is a fun and challenging sport that can be played in a variety of settings. It's a great way to get some exercise and enjoy the outdoors. We have a variety of discs available for purchase and rental. We also have a disc golf course located at the Swanton Recreation Center. For more information, please contact us at www.swantonrec.org.

SWANTON RECREATION

to start 2021 off on the right foot
and
GET ACTIVE!

SWANTON RECREATION CHALLENGES YOU!!

For more information, please contact us at www.swantonrec.org.

SWANTON RECREATION

CRAFTY KIDS

Join us at ArtSchool, Folk Crafts and Snacks!
TABLE-LA
for RECEPTION FEE
for RECEPTION

REGISTER TODAY!
www.swantonrec.org

OCTOBER 21, SPOOKY CRAFTS
NOVEMBER 18, THANKFULLY HANDMADE
DECEMBER 9 HOLIDAY

QUESTIONS? PLEASE EMAIL:
PROGRAMS@SWANTONREC.COM

SWANTON RECREATION

YOUTH FISHING CLUB MEETUP FOR GRADES 4-6

SEPTEMBER 30, 3-5PM

COME LEARN ABOUT FISHING AND DO SOME LINES IN THE MASSQUO RIVER. POLE, TACKLE AND BAIT WILL BE PROVIDED.

MUST REGISTER AT:
WWW.SWANTONREC.ORG

SWANTON RECREATION

NAME MEMORIES AND ENJOY
SUMMER AFTERNOONS AT THE REC

12-3
\$4.95 PER HOUR & ADJUST 8
TO RESERVE
WWW.SWANTONREC.ORG

Swanton FOOD TRUCK & MARKET

May to September
10am-4pm

SWANTON RECREATION

SET THE HALLS FOR YOUR STUDENT'S ASSESSMENT

SWANTON STUDY HALL

SWANTON RECREATION CENTER

FOR MORE INFORMATION, PLEASE CONTACT US AT WWW.SWANTONREC.ORG.

SWANTON RECREATION

JOIN IN MAY 22-9-12

COMMUNITY PLANTING DAY

SWANTON VILLAGE PARK
BRING GLOVES, HANDSAWS
GARDEN TROUS

SEPTEMBER 23
OCTOBER 28
NOVEMBER 11
DECEMBER 16

FOR MORE INFORMATION, PLEASE CONTACT US AT WWW.SWANTONREC.ORG.

SWANTON RECREATION

KITCHEN KIDS

GRADE 1-6
\$10 PER WORKSHOP
3PM-5PM

SEPTEMBER 23
OCTOBER 28
NOVEMBER 11
DECEMBER 16

FOR MORE INFORMATION, PLEASE CONTACT US AT WWW.SWANTONREC.ORG.

SWANTON RECREATION

YOUTH FOOTBALL GRADES 1-8 @

FOR MORE INFORMATION, PLEASE CONTACT US AT WWW.SWANTONREC.ORG.

SWANTON RECREATION

Community Fishing Equipment

FOR MORE INFORMATION, PLEASE CONTACT US AT WWW.SWANTONREC.ORG.

SWANTON RECREATION

ZUMBA® WITH SARAH TANNER!!

TUESDAY & THURSDAY
6-15-7:15 PM

Starting July 12

Drop-in classes in the Community Center room. NO EXPERIENCE REQUIRED.

REGISTER FOR ONE CLASS OR FOR A SEASON @ WWW.SWANTONREC.ORG

SWANTON RECREATION

Summer Camp Art Making Workshops

FOR MORE INFORMATION, PLEASE CONTACT US AT WWW.SWANTONREC.ORG.

SWANTON RECREATION

LIVE MUSIC CORNFEST

2PM - 8PM
AUGUST

SWANTON RECREATION

HUNTER'S EDUCATION

APRIL 23, 2022
8AM - 4PM

Gathering of The Realms
September 9-10, 2023

For more information, please contact us at www.swantonrec.org.

SWANTON RECREATION

SWANTON OUTDOOR MARKET ON THE GREEN

FOR MORE INFORMATION, PLEASE CONTACT US AT WWW.SWANTONREC.ORG.

SWANTON RECREATION

AGRI GRAP

FOR MORE INFORMATION, PLEASE CONTACT US AT WWW.SWANTONREC.ORG.

Free Hands On Nutrition and Cooking Series

Wednesdays
Oct 5th - 6th
5:30pm

FOR MORE INFORMATION, PLEASE CONTACT US AT WWW.SWANTONREC.ORG.



Swanton Recreations Current Space





**Office/Conference
Mixed Use Programs
Room**



**Swanton
Recreations
Current Space**





Swanton Recreations Current Space

Mixed Use Programs Room Equipment Storage Garage/Maintenance Shop





OUR PURPOSE

To create a space where all residents of Swanton and visitors alike will be able to engage in diverse recreational and cultural programs.

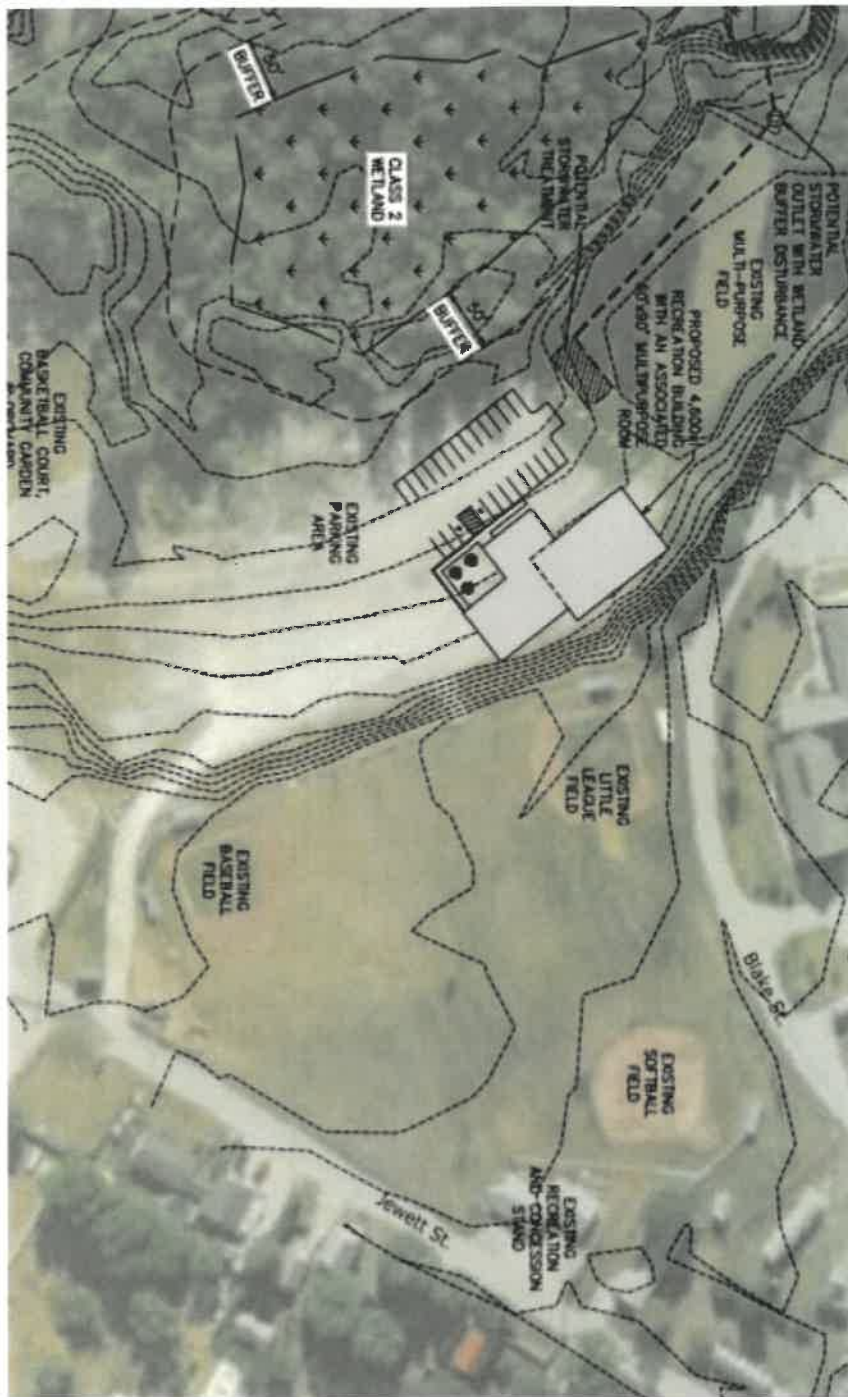
A space that will support all ages in developing community pride and spirit.

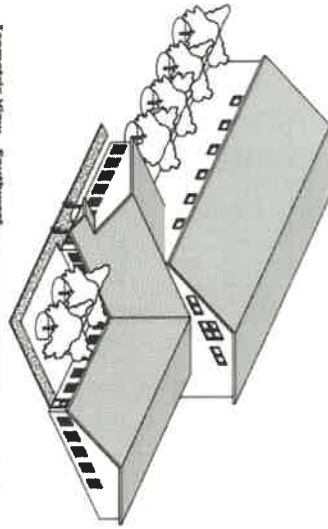
A space that can act as resource center to highlight healthy lifestyles and the general well-being of Swanton!

OUR VISION

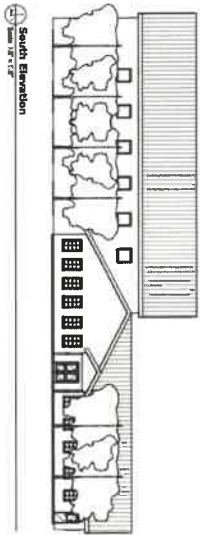
A space to highlight, activate and revitalize
community driven initiatives in Swanton.

**A NEW SPACE WHERE WE CAN COME TOGETHER
AND BUILD UPON THE UNITY OF OUR
COMMUNITY WHILE PLANNING FOR OUR FUTURE!**

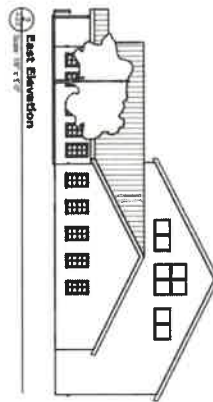




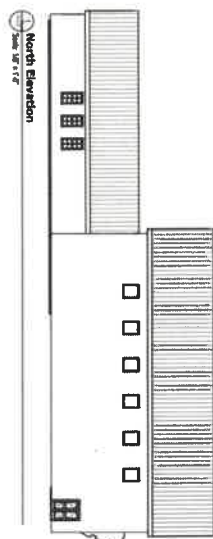
3D Perspective View - Southwest
 10/19/2008



South Elevation
 10/19/2008



East Elevation
 10/19/2008



North Elevation
 10/19/2008

Potential Community Programs & Benefits

Group Exercise, Adult athletic leagues,
Fitness, Health, and Wellness programs

Lifelong Learning classes

Special Interest programs

Preschool/Kindergarten programs

Expanded Afterschool programs

55+ Programs

Networking and support Groups,

Shared workspace



A large multi use gymnasium space could serve as a venue for a variety of other special events, such as art shows, craft fairs/winter markets, guest speakers, music entertainment, pet shows, trade shows, career fairs, children's events, as well a hub for community resources in the event of emergency.



Summary

A community center is a focal point for all age groups in a locality which promotes healthy social relationships and mutual support. Community centers help residents develop a sense of self-reliance, social responsibility and cohesion within the community; and empowers individuals and families in solving community problems and improving the quality of community life.

A community center and the opportunities that it would open to the population at large would be extremely beneficial to Swanton.

Potential Grants

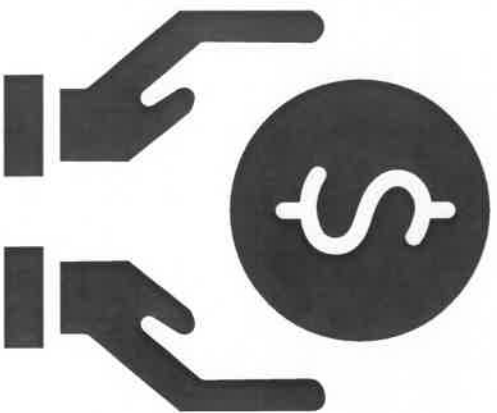
Northern Border Regional Commission- Catalyst Program

VT Community Development Block Grant

Better Places Grants

Spark Connecting Community Grants

USDA Community Facilities Program



Other Potential Funding Sources

Private Donations

Local Business Sponsorships