

**SELECTBOARD  
SPECIAL ORGANIZATIONAL MEETING  
DRAFT MINUTES**

**Swanton Town Office Building  
1 Academy Street, Swanton, VT 05488  
Wednesday, March 5, 2025 @ 6:00 p.m.**

Present: Joel Clark, Earl Fournier, Stever Bourgeois, Nicole Draper, Nicholas Brosseau-Members, Brian Savage-Town Administrator, Cathy Fournier-Town Clerk, Christina Candels-Assistant Town Administrator,  
Zoom: Denny H

A. Call to Order

Mr. Savage called the meeting to order at 6:00 pm as Town Administrator until a new Selectboard Chair is elected.

B. Pledge of Allegiance

Mr. Savage led those in attendance in the pledge of allegiance.

C. Agenda Review

Ms. Draper requested to add a representative for the Swanton Public Library.  
Ms. Candels said they had previously discussed adding a representative for Zoning as well.  
Mr. Fournier requested to add an update on Promoting Swanton.  
Mr. Clark requested to add an LVRT Award update.

D. Public Comments

Mr. Savage congratulated Mr. Brosseau on the election and welcomed him to the Selectboard.

E. Reorganization of Selectboard & Appointments:

1. MOTION TO ELECT JOEL CLARK AS CHAIR OF THE SWANTON SELECTBOARD & EARL FOUNRIER AS VICE CHAIR FOR THE YEAR MARCH 5, 2025, TO MARCH 3, 2026.  
**Mr. Bourgeois made a motion to elect Joel Clark as Selectboard Chair and Earl Fournier as Vice Chair for the year March 5, 2025, to March 3, 2026, seconded by Mr. Brosseau. Motion carried.**  
Discussion: Mr. Bourgeois stated they are a good management team & experience and would like that to continue for another year.  
Mr. Savage asked if there are any other nominations. None  
**Mr. Bourgeois made a motion to close nominations, seconded by Ms. Draper. Motion carried.**  
Mr. Clark & Mr. Fournier accepted.  
**All board members said Aye. No Nays. Motion carried.**  
Mr. Clark thanked the board members for their support.

2. MOTION TO APPOINT CHRISTINA CANDELS AS CLERK FOR THE SWANTON SELECTBOARD FOR THE YEAR MARCH 5, 2025, TO MARCH 3, 2026.  
**Mr. Fournier made a motion to appoint Christina Candels as clerk for the Swanton Selectboard for the year March 5, 2025, to March 3, 2026, seconded by Ms. Draper. Motion carried.**
  
3. MOTION THAT THE SWANTON SELECTBOARD ADOPT ROBERT'S RULES OF ORDER FOR THE RULES OF PROCEDURE FOR THE SWANTON SELECTBOARD FOR THE YEAR MARCH 5, 2025, TO MARCH 3, 2026  
**Mr. Bourgeois made a motion that the Swanton Selectboard adopt Robert's Rules of order for the Rules of Procedure for the Swanton Selectboard for the year March 5, 2025, to March 3, 2026, seconded by Ms. Draper. Motion carried.**
  
4. MOTION THAT THE SWANTON SELECTBOARD SCHEDULE ITS REGULAR MEETINGS ON THE FIRST (1<sup>ST</sup>) AND THIRD (3<sup>RD</sup>) TUESDAYS OF EACH MONTH at 6:00p.m., AND THAT THE TOWN ADMINISTRATOR SHOULD SET THE MEETING AGENDA AND EACH SELECTPERSON MAY ADD TO IT AT THEIR DISCRETION IN ACCORDANCE WITH STATE LAW FOR THE YEAR MARCH 5, 2025, TO MARCH 3, 2026.  
**Mr. Brosseau made a motion that the Swanton Selectboard schedule its regular meetings on the first (1<sup>st</sup>) and third (3<sup>rd</sup>) Tuesdays of each month at 6:00 pm, and that the Town Administrator should set the meeting agenda and each Selectperson may add to it at their discretion in accordance with State Law for the year March 5, 2025 to March 3, 2026, seconded by Mr. Fournier. Motion carried.**
  
5. MOTION TO APPROVE THE FOLLOWING LIST OF TASK REPRESENTATIVES FOR THE SELECTBOARD, AS FOLLOWS, FOR THE YEAR MARCH 5, 2025, TO MARCH 3, 2026.
  - Highway Commissioner-**Joel Clark**
  - Police Rep.-**Steve Bourgeois**
  - Recreation Rep.-**Nicholas Brosseau**
  - Economic Development Rep.-**Earl Fournier**
  - Personnel Rep.-**Nicole Draper**
  - Legal Rep.-**Joel Clark**
  - Animal Control Rep.-**Nicole Draper**
  - Library-**Nicholas Brosseau**
  - Zoning-**Earl Fournier**

**Mr. Brosseau made a motion to approve the Selectboard Members Task of Representatives as listed, seconded by Mr. Fournier. Motion carried.**

6. EXECUTIVE SESSION (Personnel)

**Ms. Draper made a motion to enter executive session at 6:13 pm, seconded by Mr. Fournier. Motion carried. Roll Call vote all Ayes.**

**Mr. Bourgeois made a motion to exit executive session at 6:37 pm, seconded by Ms. Draper. Motion carried.**

No Actions Taken.

7. MOTION THAT THE SWANTON SELECTBOARD APPOINT FRANK SHUMWAY AS TREE WARDEN FOR THE TOWN OF SWANTON FOR THE YEAR MARCH 5, 2025, TO MARCH 3, 2026

**Mr. Fournier made a motion to appoint Frank Shumway as Tree Warden for the Town of Swanton for the year March 5, 2025, to March 3, 2026, seconded by Mr. Brosseau. Motion carried.**

8. MOTION TO APPOINT NICOLE DRAPER AND A PLANNING COMMISSION MEMBER AS THE TOWN OF SWANTON'S REPRESENTATIVES ON THE BOARD OF DIRECTORS FOR THE NORTHWEST REGIONAL PLANNING COMMISSION FOR THE YEAR MARCH 5, 2025, TO MARCH 3, 2026.

**Mr. Bourgeois made a motion to appoint Nicole Draper as the Town of Swanton's representative on the Board of Directors for the Northwest Regional Planning Commission for the year March 5, 2025, to March 3, 2026, seconded by Mr. Fournier. The second representative will be appointed within 30 days.**

9. MOTION TO APPOINT EARL FOURNIER AS THE TOWN OF SWANTON'S REPRESENTATIVE ON THE TRANSPORTATION ADVISORY COMMITTEE OF THE NORTHWEST REGIONAL PLANNING COMMISSION FOR THE YEAR MARCH 5, 2025, TO MARCH 3, 2026.

**Mr. Brosseau made a motion to appoint Earl Fournier as the Town of Swanton's Representative on the Transportation Advisory Committee of the Northwest Regional Planning Commission for the year March 5, 2025, to March 3, 2026, seconded by Ms. Draper. Motion carried.**

9. MOTION TO APPOINT JOEL CLARK AS THE TOWN OF SWANTON'S ALTERNATE REPRESENTATIVE ON THE TRANSPORTATION ADVISORY COMMITTEE OF THE NORTHWEST REGIONAL PLANNING COMMISSION FOR THE YEAR MARCH 5, 2025, TO MARCH 3, 2026.

**Ms. Draper a motion to appoint Joel Clark as the Town of Swanton's Alternate Representative on the Transportation Advisory Committee of the Northwest Regional Planning Commission for the year March 5, 2025, to March 3, 2025, seconded by Mr. Fournier. Motion carried.**

11. MOTION TO APPOINT CARLO MICHELLI AS THE TOWN OF SWANTON'S REPRESENTATIVE ON THE NORTHWESTERN SOLID WASTE DISTRICT FOR THE YEAR MARCH 5, 2025, TO MARCH 3, 2026.

**Ms. Draper made a motion to appoint Carlo Michelli as the Town of Swanton's Representative on the Northwestern Solid Waste District for the year March 5, 2025 to March 3, 2026, seconded by Mr. Fournier. Motion carried.**

12. MOTION TO APPOINT THE FOLLOWING PERSONS TO SERVE ON THE TOWN OF SWANTON'S RECREATION COMMISSION FOR THE YEAR MARCH 5, 2025, TO MARCH 3, 2026.

**Mr. Bourgeois made a motion to appoint the Swanton Recreation Commission as listed for the year March 5, 2025, to March 3, 2026, seconded by Mr. Brosseau. Motion carried.**

- **Betsy Fournier**
- **Katie Underwood**
- **Ron Underwood**
- **Joseph Raleigh**
- **Jon Nielsen**
- **Jesse LeClair**
- **Ben Kaufman**

#### F. Minutes

- a) February 18, 2025, Regular Selectboard Meeting

**Mr. Fournier made a motion to approve February 18, 2025, Regular Selectboard meeting minutes as written, seconded by Ms. Draper. Motion carried.**

- b) February 24, 2025, Selectboard and Village Board of Trustees Special Joint Budget Informational Meeting

**Mr. Brosseau made a motion to approve February 24, 2025, Selectboard and Village Board of Trustees Special Joint Budget Informational meeting as written, seconded by Ms. Draper. Motion carried.**

#### G. Town Business

- a) Announce Election Results

Mr. Savage read the Election Results. **Please see attached.**

Mr. Bourgeois said the results show the community has confidence in the Selectboard/structure.

Mr. Bourgeois thanked all the community volunteers for all they do for Swanton.

Mr. Fournier thanked the community for their support and to reach out with concerns.

Mr. Clark thanked the board members for their work putting the budgets together, it takes a lot of work. Everyone worked hard to keep the budgets as tight as possible.

- b) Items In Progress/Under Consideration for 2025

Mr. Clark read the Selectboard Items in Progress/Under Consideration plans for 2025.

**Please see the attached list.**

Discussion:

Mr. Clark suggested they take one group of items a month to update plans on.

Mr. Bourgeois asked if they should assign dates of completion for some items? The board agreed.

The board agreed to look into the Town maintaining the Fit & Healthy trail in the winter.

The trail is a Town property.

Mr. Savage will get an update from representatives on the Local Option Tax law they have requested be drafted for Swanton.

Mr. Fournier suggested adding gutter/ice guards to the library list of times. Mr. Savage will reach out to the architect assisting with the project to see how and where they suggest they be added if needed.

Mr. Savage shared the recently had a leak at the library from the roof. Ms. Draper shared they have also had a light fixture fall and plumbing issue. Mr. Lapan fixed the plugged drain already; the electrician has looked at the electrical issue and it will be fixed.

c) Promoting Swanton Update

Mr. Fourier shared they are looking for a logo picture a brand for Swanton. They are continuing to work with Ecopixel to update the website.

Mr. Brosseau shared the Chamber of Commerce has announce Darci Benoit & Elaine Nester are co-presidents. They look forward to working together.

Mr. Fournier said the main goal is updating the website to add more information for activities and businesses.

Mr. Clark noted the Maple City Candy building is for sale, and they have moved. Mr. Clark said it would be good to add vacant commercial listings to the website. Ms. Candels will contact FCIDC to link their website.

d) LVRT Award Update

Mr. Clark shared the AOT has signed off on the bid analysis on the bids received. Mr. Clark is ready to provide a letter of award to the contractor.

**Mr. Fournier made a motion to send a letter of award to Wright's Excavating in the amount of \$456,516.99 to construct the LVRT trailhead/parking lot/welcome center & authorize Brian Savage - Town Administrator sign the letter, seconded by Ms. Draper. Motion carried.**

H. Any Other Necessary Business

None

I. Correspondance

None

J. Public Comment (Reprise)

None

K. Upcoming Events

- a) Thursday, March 6, 2025 -5:30 p.m. Joint DRB and Planning Commission Meeting  
Town Offices & Zoom
- b) Sunday, March 9, 2025 @ 2 a.m. Daylight Savings Time Begins (Spring Ahead)
- c) Tuesday, March 18, 2025 @ 6:00 pm Selectboard Meeting Town Offices & Zoom
- e) Thursday, March 27, 2025 @ 6:00 pm – DRB Meeting – Town Offices & Zoom
- f) April 1, 2025 – Dog Licenses Due – Available at Town Clerk's Office- Late Fee applies after this date

L Adjournment

**Mr. Bourgeois made a motion to adjourn the meeting at 7:14 pm, seconded by Mr. Brosseau. Motion carried.**

Respectfully submitted by  
Christina Candels-Assistant Town Administrator

