

**MINUTES
TOWN OF SWANTON
SELECTBOARD MEETING
In-Person & By Zoom
Town Office Building
1 Academy Street, Swanton, VT 05488
Tuesday, November 15, 2022 @ 7:00 p.m.**

Present: James Guilmette, Chair; Earl Fournier, Vice Chair; Nicole Draper, Ed White, Steve Bourgeois, Members; Brian Savage, Town Administrator; Cathy Fournier, Town Clerk; Joseph Cava, Administrative Assistant; Patrick Parah; Rebecca Rupp; Gordon Winters; Cody Hemenway (Zoom User); Chris & Anna Yates (Zoom User)

*All motions carried unanimously unless specified otherwise.

- A. Call to Order – Mr. Guilmette called the meeting to order at 7:01 p.m.
- B. Pledge of Allegiance – Mr. Guilmette led those present in the Pledge of Allegiance.
- C. Agenda Review

D. Meeting Topics:

1. Minutes

- a) November 1, 2022, Regular and Zoom Selectboard Meeting

Mr. White made a motion to approve the Draft Minutes from the 11/1/22 Selectboard meeting, seconded by Mr. Fournier. Motion carried.

2. Public Comments - None

3. Law Enforcement

- a) Swanton Animal Control Officer Monthly Report

Members of the Selectboard briefly reviewed the Swanton Animal Control Officer's monthly report. Mr. White asked about a lost dog? Mr. Savage responded the dog was returned to its owner.

4. Old Town Business

- a) Proposed Maintenance Position Job Description Review

Mr. Savage opened by discussing liability coverage and financial threshold of certain jobs. Mr. Bourgeois asked about delegating and utilizing someone within the Highway Department. Mr. Fournier expressed concerns on a safety plan that could be managed by the maintenance position. Ms. Fournier added that 25 hours per week would qualify for retirement benefits, and 30 hours per week would qualify for health coverage. Mr. Fournier recommended the Town starts crunching numbers in light of budget season coming up.

- b) Update on LVRT Community Grant Application

Mr. Savage reviewed an email from Mr. Clark concerning the grant application. Mr. Guilmette stated that additional money could be budgeted towards the project to account for inflation, and any more that isn't utilized could be returned. This would increase the requested amount from \$400,000.00 to \$450,000.00.

Mr. Bourgeois made a motion to approve the increased request from \$400,000.00 to \$450,000.00, seconded by Mr. White. Motion carried.

- c) Community/Recreation Design Review/Approved Cross Consulting Design/Permit Approval

Tabled until a date to be determined.

5. New Town Business

- a) Swanton Public Library 2023 Operating Budget

Mr. Savage led with a breakdown of the operating budget. Mr. Guilmette asked Ms. Rupp for clarification on the budgetary numbers? Ms. Rupp described that in the last year, operating expenses dropped by 1%. Ms. Fournier reminded members of the Selectboard that any excess funds would rollover into the general fund. Mr. Bourgeois expressed concerns over discrepancies in the numbers. Ms. Fournier responded that certain operating expenses are covered by the Town's general fund where the remainder comes from the Library's operating budget.

Ms. Draper summarized that the Selectboard is reviewing increases with the operating budget in terms of staff salaries and wages. Mr. Bourgeois requested a total budget figure following the breakdown of the library's budget, contingent upon Ms. Fournier receiving the updated figures from the library. Mr. Fournier recommended formatting this together as one article, rather than separating it into two separate articles. Continuing, Mr. Fournier asked Ms. Rupp about the proposed 10% wage increases? Ms. Rupp responded that they wanted to bring the numbers up to match with training and the need for part-time help transition too full-time.

Mr. Guilmette asked about how frequently the outside contractor cleaning crew comes in to maintain the library? Ms. Rupp responded that the crew comes in once a week. Mr. Guilmette followed up by asking about water and electricity being \$1,000.00 a month? Ms. Fournier responded that water is high because it operates off a commercial line versus a smaller residential water line. Mr. Guilmette followed up by saying they put the furnace out to bid with a pre-bid meeting scheduled for 11/22/22 to improve maintenance issues. Other issues include water accumulating in the elevator shaft. Mr. Savage responded that he has been reaching out to Otis, who services the elevator unit. Following up, Ms. Fournier asked about the current \$3,000.00 rollover fund? Mr. Fournier recommended increasing this up to \$5,000.00. Continuing, Ms. Fournier expressed that this type of change would need to go before the voters as an article.

Mr. Fournier made a motion for Mr. Savage to contact Otis one more time notifying them that no more invoices will be paid until an elevator tech is scheduled to inspect the elevator shaft, seconded by Mr. White. Motion carried.

- b) Corporate Banking Resolution

Ms. Fournier stated that the fees were changing and needed approval from the Selectboard.

Mr. White made a motion to sign the resolution, seconded by Ms. Draper. Motion carried.

6. Community & Economic Development - None

7. Highway Department

a) Mack Dump Truck Repairs

Mr. Guilmette said that necessary repairs are needed to perform necessary repairs on the Mack dump truck. Mr. Guilmette added that the facility that currently services the vehicle will be closing soon.

b) Maquam Shore Road Culvert Update

Mr. Savage went down to survey the existing conditions of the culvert. The new culvert has not arrived yet, but work is contingent to start on 11/21/22.

c) Mower Purchase

Mr. Guilmette updated the Selectboard saying the mower is on order and the company honored the original quoted price.

8. Expenditures

a) General Orders (10/19/2022 through 11/15/2022)

Mr. White made a motion to approve the General Orders of 10/19/2022 through 11/15/2022, seconded by Ms. Draper. Motion carried.

b) Highway Orders (10/19/2022 through 11/15/2022)

Mr. Fournier made a motion to approve the Highway Orders of 10/19/2022 through 11/15/2022, seconded by Mr. White. Motion carried.

c) Library Orders (10/19/2022 through 11/15/2022)

Mr. Fournier made a motion to approve the Library Orders of 10/19/2022 through 11/15/2022, with the exception of the elevator invoice from Otis, seconded by Mr. White. Motion carried.

d) Payroll Orders (10/19/2022 through 11/15/2022)

Mr. White made a motion to approve the Payroll Orders of 10/19/2022 through 11/15/2022, seconded by Ms. Draper. Motion carried.

9. Correspondence – None

10. Public Comments (Reprise)

Ms. Draper let the Selectboard know that setup for Christmas in the Park would take place on 11/26/22.

11. Any Other Necessary Business

Mr. Bourgeois asked about the proposed right-of-way utilizing the access road built by the high school. Mr. Fournier expressed a need for getting this issue resolved and recommended getting a map to view the land between the school and the Town garage.

12. Upcoming Events

a) Planning Commission Meeting – Wednesday, November 16, 2022 at 6:30 p.m. – Town Office Building, 1 Academy Street

b) Thanksgiving Holiday – Thursday, November 24, 2022 and Friday, November 25, 2022 – Town Offices and Operations Closed

- c) DRB Meeting – Thursday, December 1, 2022 at 6:00 p.m. – Town Office Building, 1 Academy Street
- d) Regular and Zoom Selectboard Meeting – Tuesday, December 6, 2022 at 7:00 p.m. – Town Office Building, 1 Academy Street

13. Executive Session (Real Estate)

Ms. Draper made a motion to enter executive session at 8:00 p.m., seconded by Mr. Fournier. Motion carried.

Ms. Draper made a motion to exit executive session at 8:33 p.m., seconded by Mr. Fournier. Motion carried.

No motions taken.

- E. Adjournment – Mr. White made a motion to adjourn the meeting at 8:34 p.m., seconded by Mr. Fournier. Motion carried.

Respectfully Submitted,

Joseph Cava
Administrative Assistant

Received and filed by:

Cathy Fournier, Town Clerk

Date