

# TOWN OF HIGHGATE

## Selectboard Mtg.

August 18, 2016 @ 7pm

### Approved Minutes

*NOTE: All actions taken are unanimous unless otherwise stated.*

#### **A. Call to Order & Pledge of Allegiance**

The meeting was called to order by Chair Chris Yates @ 7:00pm, followed by the Pledge of Allegiance.

**Highgate Selectboard Members** – Chris Yates, Chair; Sharon Bousquet, Vice-Chair; Josh LaRocque; Randy Connelly (arrived @ 6:25pm); Bruce Butler (newly appointed Selectboard member 8-8-16)

**Highgate Office Staff** – Heidi Britch-Valenta, Town Administrator; Shelley Laroche, Town Treasurer; *absent* – Wendi Dusablon, Town Clerk

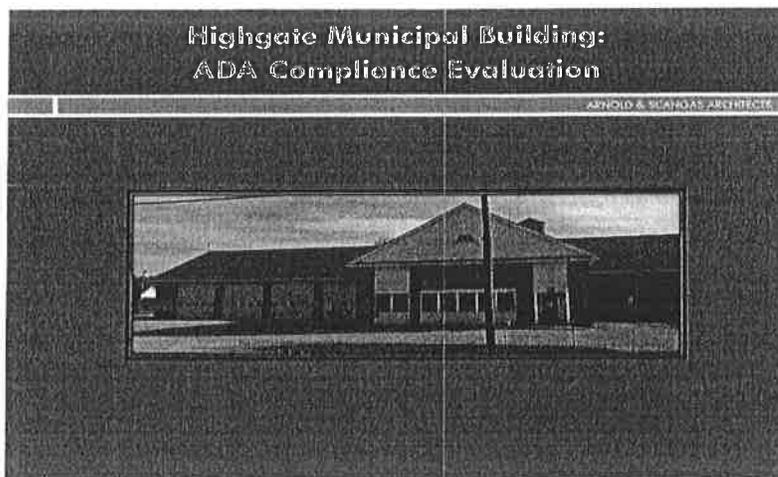
**Public / Other** – Alice (Sue) Cota; Jean Chevalier; George Greenwood; Sarah Chevalier; Eric Chevalier; Nancy Oliver; Liza Comiskey; Tim Reynolds; Nate Ouimette; Sandra Stone; Kevin Latuch; Rich Wilkens; Mike Maskell; Jeff Towle; Deb Rouse; Virginia Holiman; David Desorcie; Kellie Uzell; Don Gilbert; Becky Johnson; Greta Brunswick – NRPC; Henry Rainville

#### **B. Public Comments**

- Liza Comiskey wanted everyone to be aware that the Parks & Recreation Committee would be hosting a cleanup event on the Recreation Trail around the school and Arena. This event will be held Saturday, Aug. 20<sup>th</sup>, starting at 8am and anyone available to help is welcome.
- Sue Cota asked about the status of the 911 papers. They are with the town 911 coordinator. Jean Chevalier said the state will accommodate them and wanted to know when the forms would move forward to the Selectboard. Chris' understanding is that the state would not look favorably if we were to "dot our town". Jean said she was told that the state would accommodate those forms. Josh would like a 911 coordinator to attend a meeting. Jean let Josh know that Ray Walker would be the contact person at the state level.

#### **C. ADA Study Presentation – Laz Scangas, Architect**

Laz was present on Aug. 16<sup>th</sup> and did a presentation for the Planning Commission and is here tonight as well. He was hired by the ADA Committee through a VT Community Development Planning Grant we received to look at the deficiencies at the municipal building with regard to ADA compliance. There was no cost to the town for this ADA compliance evaluation. The presentation touched on our ADA deficiencies, priorities, solutions, pricing and an overall master plan was also included. Laz also broke down the pricing by section of the presentation.



# PRESENTATION AGENDA

ARNOLD & SCANGAS ARCHITECTS

## **Priority 1: Accessible Approach and Entrance**

- Front Entrance:
  - Existing
- Back Entrance:
  - Non-Accessible Parking
  - Non-Accessible Entrance
  - Accessible Parking and Entrance
- Front Entrance:
  - Non-Accessible Entrance
  - Accessible Parking and Entrance

## **Priority 2: Access to Goods and Services**

- Doors: Sizes, Door Maneuvering Space and Hardware
  - Existing
  - Solutions
- Reception Counter: Accessible Counter Space
  - Existing
  - Solutions

## **Priority 3: Usability of Restrooms**

- Men's & Women's Bathrooms:
  - Door Clearances and Maneuvering Space
  - Sinks, Mirrors, Paper Towels & Toilet Paper
  - Toilet Stalls and Toilets
  - Solutions

## **Priority 4: Signage**

- Existing
- Solutions

## **Priority 5: Use of Second Floor**

- Public Meetings, Private Offices and Means of Egress
- Solutions

## **Priority 6: Masterplan**

- Existing
- Solutions

## **Summary of Project Costs**

ARNOLD & SCANGAS ARCHITECTS

## Priority 1: Accessible Approach and Entrance

### Front Entrance: Non-Accessible Entrance

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#### **ISSUES THAT DO NOT MEET REQUIREMENTS:**

- It is preferred that the front entrance be the accessible entrance. The front entrance is not accessible. The accessible entrance is located at the rear of the building. When the front is not the accessible entrance, signage is required directing visitors from the front entrance to the accessible entrance at the rear of the building.
- A directional sign, using the universal symbol for accessibility should be placed at the front of the building indicating the location of the accessible entrance.

## Back Entrance: Non-Accessible Parking

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### ISSUES THAT DO NOT MEET REQUIREMENTS:

- The space is more than 8' wide which meets the guidelines, but does not provide a marked access aisle of at least 8'-0" wide for van accessible maneuvering
- As currently located, if the access aisle was marked, it would be in the travel lane, which is non-compliant
- The bottom of the accessible sign space designation is 56 1/4" off the ground and does not meet the minimum height of 60" off grade.

## Back Entrance: Non-Accessible Entrance

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### ISSUES THAT DO NOT MEET REQUIREMENTS:

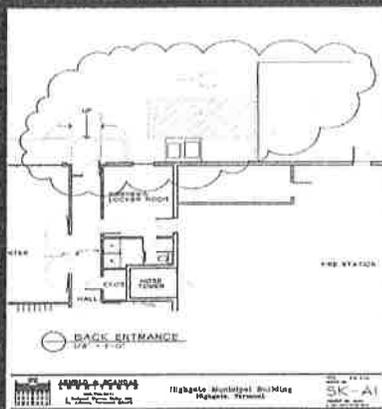
- The rear entrance is locked during the day and cannot be used independently during the same business hours as the front entrance.
- The rear entrance does not contain a sign with the international symbol of accessibility, indicating that this is the accessible entrance.
- The landing in front of the exterior entrance is not level and has a number of changes in elevation, the total change in height is approximately 6" from finish floor to top of pavement.
- The existing entrance door at the exterior does not have the required 4'-0" clearance depth.
- The accessible entrance has a curb that protrudes out of the ground more than 1/2"

## Back Entrance: Solutions

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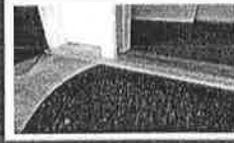
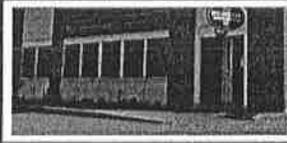
- Relocate accessible parking space to allow for a van accessible aisle that is not in the designated path of travel
- Provide a "van accessible" sign for the space where the bottom of the sign is at least 60" off grade.
- Reconfigure exterior door landing to allow for a level 5'-0" turning radius landing at doorway.
- Provide a curbed ramp with curb ramp flares
- Provide sign at front entrance stating the accessible entrance is located in the rear of the building.
- Allow accessible entrance to be used independently during regular business hours.
- Provide new sign with the international symbol of accessibility.

• Cost: \$ 14, 981



## Front Entrance: Non-Accessible Entrance

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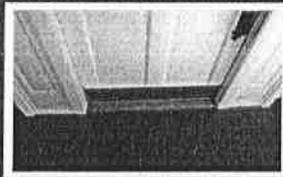


### ISSUES THAT DO NOT MEET REQUIREMENTS:

- There is an existing concrete sidewalk that runs along the front of the building. Where the sloping concrete sidewalk meets the pavement there is a change of level that is more than 1/2" and is non-compliant
- The existing sidewalk that connects the sidewalk along the building to the landing at the front door, slopes and has a change of level at the front door landing that is more than 1/2" and is non-compliant
- While the existing concrete in front of the door is level, there is an approximately 1" vertical change of level at the existing door threshold. A 3/4" change is allowed for existing thresholds, however the vertical face on the threshold may not exceed a 1/4", above that height the threshold must be beveled.
- The existing exterior entrance door does not have the required 4'-0" level clearance depth.

## Front Entrance: Non-Accessible Entrance

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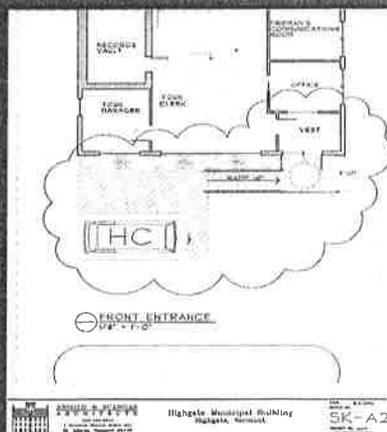
### ISSUES THAT DO NOT MEET REQUIREMENTS:

- There is an approximately 3/4" vertical change of level at the existing exterior door threshold. A 3/4" change is allowed for existing thresholds, however the vertical face on the threshold may not exceed a 1/4", above that height thresholds must be beveled.
- The existing interior vestibule does not have a 5'-0" turning radius
- At the interior of the existing vestibule door, there is not the required 1'-6" clearance from the latch side of the door to the corner
- There is an approximately 1/2" vertical change of level at the existing interior vestibule door threshold. A 3/4" change is allowed for existing thresholds, however the vertical face on the threshold may not exceed a 1/4", above that height thresholds must be beveled.

## Front Entrance: Solutions

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- Provide a new van accessible parking space including a van accessible aisle
- Provide a "van accessible" sign for the parking space where the bottom of the sign is at least 60" off the grade.
- Provide an accessible ramp with railings from the accessible parking space side and stairs with railings from the fire station side.
- Remove a portion of the exterior vestibule wall to provide the 5'-0" turning radius at the interior of the vestibule and to provide 1'-6" clearance at the pull side of the interior vestibule door.
- Provide new ADA accessible thresholds at both the exterior and interior doors



Cost: \$ 27,243

ARNOLD & SCANOAS ARCHITECTS  
Highgate Municipal Building  
Highgate, Vermont  
SK-A2



## Reception Counter: Accessible Counter Space

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### ISSUES THAT DO NOT MEET REQUIREMENTS:

- The existing Reception Counter is 42" high and does not provide a section of counter that meets ADA accessible requirements.

## Reception Counter: Solutions

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- A section of this counter or a fold-down counter needs to be provided for a wheelchair user to be able to transact business and have a writing surface that is at a reasonable height. This should be no more than 36" high and should be at least 36" wide. An accessible service shelf should be at least 19" deep to permit appropriate knee clearance.
- Sales and Service Counters should have a height between 28" and 34" and at least 36" wide.
- An equivalent service area may be provided at a nearby table with sufficient wheelchair clearances.

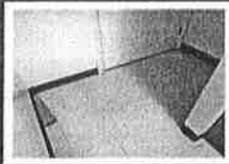


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## Priority 3: Usability of Restrooms

## Men's and Women's Bathrooms: Doors Clearances & Maneuvering Space

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### ISSUES THAT DO NOT MEET REQUIREMENTS:

- The existing privacy wall does not allow 48" clear from the door to the wall and doesn't allow 48" between the end of the privacy wall and the bathroom wall.
- The existing door closers do not meet the required ADA closing speed.
- In the existing bathrooms, a 5'-0" turning radius is not provided.

## Men's and Women's Bathrooms: Sinks, Mirrors, Paper Towels and Toilet Paper

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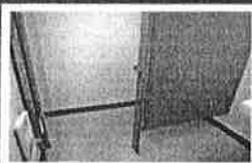


### ISSUES THAT DO NOT MEET REQUIREMENTS:

- The existing wall mounted sinks are mounted too low above the floor and the existing exposed piping under the sink is not insulated and protected.
- The existing knob faucets are non-compliant.
- The existing mirrors, paper towel dispensers and receptacles are too high off the floor.
- The existing toilet paper dispenser is placed at least 12" away from the front edge of the toilet.

## Men's and Women's Bathrooms: Stalls & Toilets

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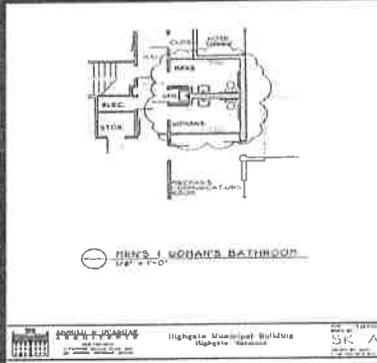
### ISSUES THAT DO NOT MEET REQUIREMENTS:

- The existing stall does not meet the minimum size (5'-0" wide by 4'-11" wide).
- The existing grab bars are non-compliant.
- The existing stall doors do not provide a minimum of 32" clear door space and the door lock is non-compliant.
- The existing flush handle for the toilet is on the wrong side of the toilet.

## Men's and Women's Bathrooms: Solutions

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- Remove privacy wall to achieve door clearance requirements and a 5'-0" turning radius.
- Replace existing door closer with an ADA compliant closer.
- The top of sink to be mounted no more than 34" above floor and exposed piping to insulated and protected.
- Provide a 3'-6" and a 3'-0" grab bar at toilet.
- Flush valve of toilet to be located on sink side of the toilet.
- Mount bottom of mirror no higher than 40" off the floor.
- Mount control for towel dispenser or bottom of towel no higher than 48" off the floor.
- Mount toilet paper dispenser no more than 9" from the front of the toilet.



Cost: \$ 11,131

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## Priority 4: Signage

## Signage: Communication Elements and Features

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### ISSUES THAT DO NOT MEET REQUIREMENTS:

- There is no ADA compliant informational signage present in the building.

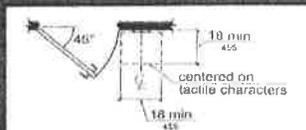


Figure 703.4.2  
Location of Tactile Signs at Doors

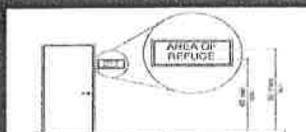


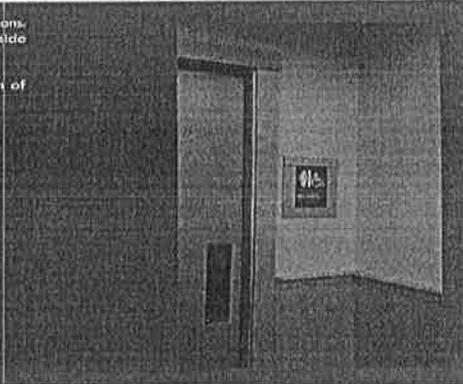
Figure 702.4.1  
Height of Tactile Characters Above Finish Floor or Ground

## Signage: Solutions

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- Provide Signage to comply with ADA regulations. Informational signage should be located to the latch side of the door at a height of 62" above the finish floor.
- A minimum of three signs are required, one for each of the Bathrooms and for the Community Room.

Costs: \$ 35 per sign



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## Priority 5: Use of Second Floor

### Use of Second Floor: Public Meetings, Private Offices and Means of Egress

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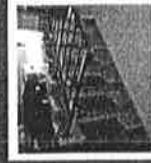


#### ISSUES THAT DO NOT MEET REQUIREMENTS:

- ADA Title II CFP Part 35 – Subpart B – 35.130 – General Prohibitions Against Discrimination , Section 35.130.a states: No qualified person with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by any public entity.

## Use of Second Floor: Public Meetings, Private Offices and Means of Egress

ARNOLD & SCANGAS ARCHITECTS

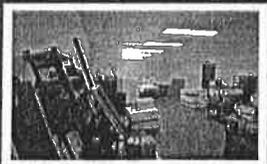


### ISSUES THAT DO NOT MEET REQUIREMENTS:

- The previous passage in the Title II requirements would affect the second floor since no ADA access is currently provided. Any meeting that can be attended by the public would not be able to occur on an inaccessible floor, since access to any public meeting must be provided to all and any with a disability. Along those lines, any office space that would be used by a town official that interacts with the public would also have to be accessible to anyone with a disability. This would mean that ADA access would have to be provided to the second floor. The code does allow for some flexibility in existing building intending to comply, in this case, providing a separate but equal space.

## Use of Second Floor: Public Meetings, Private Offices and Means of Egress

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### ISSUES THAT DO NOT MEET REQUIREMENTS:

- A meeting room could be set up on the accessible first floor that would provide space for a disabled individual to meet with their town official. This meeting room could be communal for all officials on the second floor to use in case of a disabled visitor.
- In order for the second floor to be used as offices, a protected means of egress has to be maintained from the second floor stairs to the exterior of the building.
- The existing railing system is non code compliant with NFPA Life Safety Code

## Use of Second Floor: Solutions

ARNOLD & SCANGAS ARCHITECTS

- Provide prefinished birch veneer flush wood solid core doors with narrow vision windows, metal door frames, locksets, door closers and door stops at the Community Center. The doors will be held opened with 120 volt magnetic door holders at each door. New 120 volt photoelectric smoke detectors will be installed on each side of the doors. They will release the door holders upon detection of smoke, allowing the doors to close.
- Provide 120 volt photo-electric smoke detectors in the following areas: One in first floor Hall; one in Town Clerk area; one on second floor at top of stairs and one in future Office on second floor. Interconnect all smoke detectors.
- Provide new code compliant handrails at existing stairs.

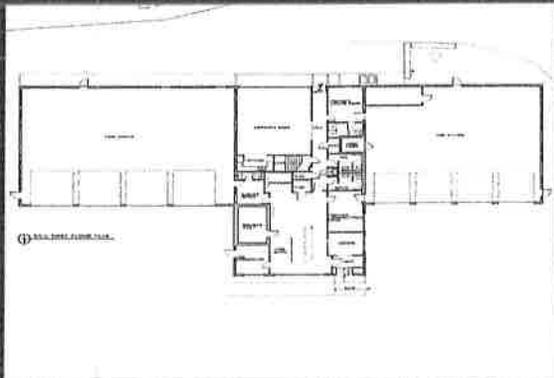
Costs: \$ 16,973



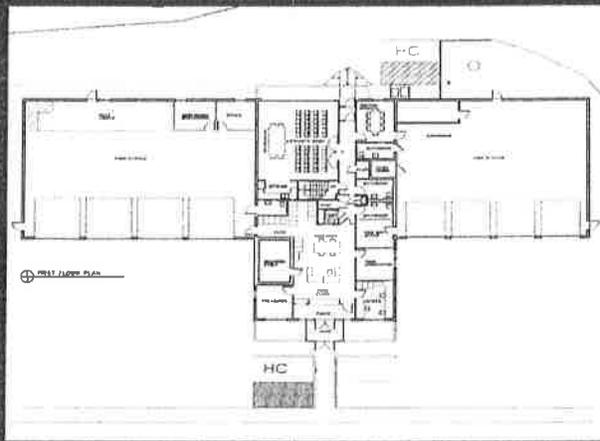
# Priority 5: Masterplan

## Masterplan: Existing

- Back Entrance
- Front Entrance
- Door, Sizes, Door Manouvering Space and Hardware
- Reception Counter
- Men's and Women's Bathrooms
- Signage
- Provide adequate room for employees
- Main office flow is clumsy and noisy
- Lister's office is small
- Treasurer does not have an office
- Fire Department has a large office
- Town Garage office and bathroom
- Town Garage work/breakru in garage
- Town Garage needs additional storage
- Fire Department locker room and bath/showers
- Files stored in community room
- Exterior door at Town Administrator's office, remove or replace



## Masterplan: Solutions

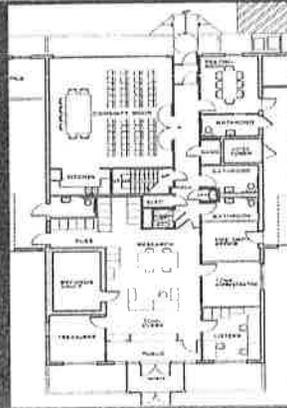


## Master Plan: Solutions

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### ISSUES:

- \* Back Entrance Accessible
- \* Front Entrance Accessible
- \* Door, Sizes, Door Maneuvering Space and Hardware Accessible
- \* Reception Counter Accessible Reconfigured
- \* Men's and Women's Bathrooms Accessible
- \* Signage (Men's and Women's Bathroom and Community Room)
- \* Offices Reconfigured
- \* Main office flow is clumsy and noisy
- \* Listers office has increased in size
- \* Treasurer has an office
- \* Fire Department office reduced in size
- \* Town Garage office and workroom/breakroom in garage
- \* Town Garage reconfigured bathroom
- \* Town Garage prefabricated mezzanine with stair at rear of truck bays
- \* Fire Department reconfigured bathroom with shower in truck bay
- \* Filus stores in office
- \* Exterior door in Treasurer's office replaced with new window



Costs: \$ 276,032

Partial First Floor Plan

## Summary of Project Costs:

* Back Entrance:	\$ 14,981
* Front Entrance:	\$ 27,243
* Doors:	\$ 14,800
* Bathrooms:	\$ 11,131
* Signage:	\$ 105
* Usage of Second Floor:	\$ 16,978
* Masterplan:	\$ 276,032

There were questions following the presentation with regard to showers in the HVFD, doorbells / buzzers, second floor usage, window changes, possible hazardous materials, parking, site distances and adding on vs. reconfiguring our current spaces.

### D. Library Trustees Update – Virginia Holiman, Liza Comiskey, Becky Johnson

HPL would like to apply for a municipal planning grant for the library, up to \$8,000.00 there is no town match. The idea behind the study and grant application is to look at the future of the library. Karen Fortin was at the PC meeting on Aug. 16<sup>th</sup> with regard to the future of HPL. The trustees have a retreat to attend on Sept. 17<sup>th</sup>. This initial grant is for a feasibility study. Liza and Karen will be meeting with NRPC to go over the application and they are looking for Selectboard support to get started. There will be a match of 50% for anything over \$8,000.00, up to \$12,000.00. Heidi recommends the board approves the full amount, and HPL will only spend what they need to, but have that flexibility if needed. Motion by Chris Yates for the library trustees to apply for this grant up \$8,000.00. The motion was seconded by Josh LaRocque – **APPROVED**. Liza invited the board members who have not been to the library to stop by and see all they have going on. HPL has a new AmeriCorps VISTA worker from Ohio here for one year, Liz Toohey. She will be helping with grant writing and working with NRPC and the trustees on capacity building and planning. They will be back before the Selectboard in October for an update on how things are going. Virginia spoke about the gardening program they have had going on at HPL, which was

possible because of grants received. Libraries are becoming community centers and doing so much more than ever before. HPL hours are Monday, Tuesday and Wednesday 9am – 6pm, Thursday 2-6pm and Saturdays 9am – noon, closed Fridays and Sundays. The children will be hosting a harvest dinner at the end of September for seniors in the community with the harvest from their gardens at HPL. Any extra will be donated to the local food shelf. Virginia noted there will be a Breakfast On The Farm event held at the Rowell Farm in Sheldon on Aug. 27<sup>th</sup> and they expect 1,000 people. She was looking for cones to use to help with parking. The Rowell farm is actually in Sheldon, so Virginia will follow up with the Town of Sheldon for this request.

#### **E. Town Treasurer Updates – Shelley Laroche**

Chris apologized for the delay, and introduced our new Selectboard member, Bruce Butler. He lives on Carter Hill in Highgate Springs and has 30+ years of municipal experience in the Town of Johnson. Everyone welcomed Bruce to the Highgate Selectboard.

- Check warrants – Shelley made a change to the VT Gas line item for the library. There was some discussion on the FCSO amount and their percentage increase. We are in a contract with FCSO until June 30, 2019 which includes a one year extension. Josh asked about adding more coverage and when that could happen. Randy had questions about mower parts, which will be answered under the public works section. Randy also asked about names showing up under payroll. Liza added three new hires recently for summer help at the library. There were names in the general fund showing up for poll workers at the Aug. 9<sup>th</sup> election.
- Tax sale date is set for Oct. 20<sup>th</sup>. Shelley continues to work with approximately 20 parcels.
- Tax bills were stuffed today and went to the post office this afternoon. Reminder, due date is Oct. 27<sup>th</sup> and postmarks are no longer accepted, which is clearly stated on the bill three times. There is an insert in with bills to contact us to get a town report sent to you, we are starting a list.
- Heidi brought up a bill for the painting of the purlins at the arena. It came in higher than the bid. There was extra work needed over the bleachers and the paint went on very thick, so they used more material. The extra was \$1,448.75 above the original bid. Don Gilbert was present and he felt comfortable with the overage. There was a struggle putting the tarp back up over the bleachers. The arena was left in pristine condition and the tarps are back in place with overlaps going in the correct direction. Even with the overage this was significantly less than the next lowest bid we had received. Josh confirmed that the job turned out very nice, looks great. This is being paid from the arena fundraising account. The original bid request was for a partial painting of the purlins, but Mr. Gosselin gave us a price to do the whole job, which was favorable. Josh is also ok with the overage. The dehumidifier is being used again, now that the painting job is done. Motion by Chris Yates to approve the additional cost for the extra work done to paint the purlins of \$1,448.75. The motion was seconded by Sharon Bousquet – **APPROVED**. Randy wanted to confirm that the fundraising account has the money to cover it – yes, there is \$161,000.00 currently in that account.

#### **F. Public Works Department Updates – Andy King**

Andy was not present for this meeting.

- VT gas hookup @ arena – Don Gilbert was able to give an update on this. He connected with Dale LaValley at VT Gas. He will be talking with the service department to help us out and Don is meeting up on Saturday with Dale Rock who does commercial kitchen work and repairs to get specifics for the conversion and nail down a price. The planned opening date for the snack bar is the first week of October. We have to make a decision on this at the next meeting on Sept. 1<sup>st</sup>. The arena is accepting applications for facilities maintenance personnel until Aug. 31<sup>st</sup>. The pay rate is \$12.50 per hour. The turf still needs to be moved into the trailer. The pavement work at the arena is complete and looks good. Heidi noted that the arena construction committee did not receive the Northern Borders grant for the ventilation system. We are still waiting to hear on the grant from the state for \$25,000.00 towards the bleachers. Tim Reynolds would like to make sure that the no parking section at

the Gore Road end of the arena parking lot is enforced because that can be very dangerous. The barrels will be back in place, like last year, which seemed to work and as they plow a snowbank will be there. It would have to be in the traffic ordinance to be able to issue tickets for parking there. Curbing was discussed as an option. Striping on the pavement would help. There is signage there already which people don't seem to read or pay attention to.

- Quit claim deed Carter Hill AOT project – Motion by Chris Yates to sign the quit claim deed for VT AOT for the Carter Hill AOT project. The motion was seconded by Josh LaRocque – **APPROVED**.
- Curbing bids to be opened – We received three bids for the park and ride curbing project -Messier's Concrete & Construction \$11,400.00; Hungerford Construction \$23,000.00; All Seasons Excavating, Inc. \$22,544.81. Heidi pointed out that this project is a requirement from the state to require green space as a separation from Route 78. Randy asked about the difference between concrete and granite, as Messier's quoted concrete and the other two quoted granite. Nate Ouimette from Hungerford Construction was present. He replied that granite will last longer and is stronger and more appealing. Heidi suggests holding off on this decision until we hear about the park and ride grant, which is due to be submitted by August 31<sup>st</sup>. This grant would cover the curbing project costs as well as the cost of the bus shelter at the park and ride location. Andy did allocate funds within the budget also, in the event the grant does not come through.
- Misc. PWD updates – Andy would like to put the flail mower out to bid. The department does not use it. The small paving projects in town are complete (Tanglewood Drive, Municipal Building and Arena). There was also an update on a few culvert projects going on in town. Patrick Loyer, PWD employee, got married on August 13<sup>th</sup>, he is on vacation this week for their honeymoon - Congratulations Pat & Terry! There have been multiple issues with the roadside mower that they continue to work on. The town will be renting a boom mower for one week in October for \$2,900.00. There was discussion about roadside mowing and having conversations with land owners about mowing in the vicinity of ditches two widths wide to prevent brush growth. Henry Rainville feels most property owners would look favorably on this. There was also discussion about properties where fencing would be in the way of this process. Sharon agrees with this, using Tarte Road as an example near one of the culvert projects. Motion by Chris Yates to sign the grant for the Shipyard Bay project for \$15,788.00. The motion was seconded by Randy Connelly – **APPROVED**. Motion by Chris Yates to sign the grant for the Tarte Road north project for \$23,176.00. The motion was seconded by Josh LaRocque – **APPROVED**. The Gore Road crosswalk is marked. Andy would like the board to drive by and look at it before he has the permanent markings painted on the pavement. It is in the vicinity of Paws for Thought and M&Rs Gun Shop. There have been changes to our town highway mileage since last year, including Meadow Lane.

#### **G. Town Clerk Updates – Wendi Dusablon**

Wendi was not present for this meeting.

##### **1. Minutes**

Motion by Chris Yates to approve the minutes from July 21, 2016, as written. The motion was seconded by Sharon Bousquet – **APPROVED**. Motion by Chris Yates to approve the minutes from August 8, 2016, as written. The motion was seconded by Josh LaRocque – **APPROVED**.

##### **2. Request from Joseph Barney**

Joseph Barney has submitted a written request to tap the trees in the municipal park. We have had requests like this in the past, and a resident expressed concern about the health of the trees. This issue will be tabled until Sept. 1<sup>st</sup> so there is an opportunity to talk to the concerned resident as well as the tree warden about the health of the trees.

##### **3. Tax bills mailed**

Tax bills went out in the mail this afternoon, Aug. 18<sup>th</sup>.

#### **H. Administrator Items – Heidi Britch-Valenta**

##### **1. Fire Department floor**

Joe Depatie, HVFD Chief, asked if the board would consider doing some other preliminary work to the fire department floor and put it out to bid differently. He is uncomfortable with waiting until funding can be secured for the entire floor job. There was discussion about doing the whole floor and doing just

that section and the unknowns of each option. The existing floor is not substantial enough to key the new section into, there is no rebar and is not thick enough, so all the bidders at the site visit felt the partial fix would fail. The floor was put in 30 years ago when equipment was much lighter. Then there is always the issue of where do the funds come from. There are issues in the PWD side of the building also, but we know where those issues are coming from (water line burst over to the library), on the fire department side we do not. We have satisfied the purchasing policy by putting this out to bid, we will need to budget for this for next year to replace the floor and start with a section to see if it can be done cheaper. Sharon asked about the possibility of a bond vote at town meeting to fix the entire floor. Bruce commented that the use of a camera to get down there and determine the lack of fill would answer a lot of our questions. Our PWD could rent the equipment to do this ourselves with proper illumination. Drummack also has a camera that we could ask to use. There is a grant available to the fire department through FEMA for a vehicle purchase or to enhance safety within the fire department facility. The grant requires information about compliance as well as several other things. A truck committee has not yet been established at HVFD.

**2. Open House Event and Planning Commission Updates**

The Planning Commission had originally hoped to host an open house event here to present to the public several projects that the PC has been working on. There have been changes within the PC and so this event has been postponed until November. In addition, Rich Wilkens has come forward and offered to fill an empty seat on the PC. Woody Rouse is eager to get off the PC and serve only on the DRB. Woody has offered to stay on the PC until Barbara is able to return. Rich Wilkens was here earlier tonight, but is gone now. Motion by Chris Yates to appoint Richard Wilkens to the Highgate Planning Commission. The motion was seconded by Sharon Bousquet – **APPROVED**. Motion by Chris Yates to accept the resignation of Woody Rouse from the Planning Commission and to appoint Woody Rouse to temporary fill the seat of Barbara Chevalier while she is on medical leave. The motion was seconded by Randy Connelly – **APPROVED**.

**3. Park and Ride Grant**

This is to cover the cost of the bus shelter in addition to the curbing project discussed earlier when bids were opened. This grant is due on Aug. 31<sup>st</sup>. We already have the bike racks from Rise VT. We have a dedicated bus stop at the park and ride location which has a pick up very early in the morning. It returns to town around 4:30pm and we see people using it in the afternoon. The bus stops in St. Albans and goes to the Georgia Industrial Park. Motion by Chris Yates to apply for the municipal park and ride grant for a 4.5' x 12' bus stop, a concrete slab to match and one bike rack and seat, as well as for the curbing project, in the amount of \$10,440.00 plus added costs with no match that we can see. The motion was seconded by Sharon Bousquet – **APPROVED**. Heidi read back through all the documents and did not find there was any match required, but will come back to the board if she finds out differently before she proceeds. We have funds set aside for the curbing if needed, and any match could be in-kind.

**4. Equipment Grant**

This is for the cash register and for lights through a PACIF grant, 50/50 match up to \$5,000.00 so we will be obligated to pay up to \$2,500.00. The cash register was identified as a need through the audit and the lights were a request from Andy for the Public Works Department. These lights would improve safety when backing equipment up. Joe Depatie wanted to apply for grant funds for an alarm system and cameras, but has not gotten quotes yet for the fire department. These two identified items will cost \$1,780.00, the cash register is only \$290.00 of that. Heidi clarified, of the \$1,780.00 we will have to pay 50%. Sharon's only concern is that LED lights do not produce enough heat to melt the snow. Motion by Chris Yates to apply for the PACIF grant for \$1,780.00 for a cash drawer and ten lights for the highway department. The motion was seconded by Josh LaRocque – **APPROVED**.

**5. Dehumidifier update**

Josh and Don have spoken with the lead engineer at VHV who is very confident the new coil will fix the issue at the arena. Utility costs of the new coil will be about \$2,400.00 extra per year, and that is using Swanton's rates. The coil and installation will be free, we will need to pay for the electrical work. Eric Rainville has not given a hard quote, but would be around \$3,800.00. Chris would be comfortable moving forward with this if the arena wanted to pay for

it. We have a report from an engineer, Steve Shaw, telling us differently. The other option is to get VHV to take the unit out and buy a new one, which won't happen. Josh said it is no cost to the town, because MAHA pays the utility bill. The only cost is to the town is the electrical work, which could be shared with MAHA. Heidi would like Efficiency VT and Dick Wilcox from VHV at a meeting to work this all out. Randy would like to see a firm quote on the electrical work. If MAHA wants to spend the money and pay out of their own funds, Chris is fine with that. Josh said because it was 50/50 originally on the dehumidifier, 50/50 should be considered again. Chris pointed out the town has already paid over \$800.00 on an engineer, Steve Shaw, for his opinion. VHV and Don have the specs for the electrical work that would be required if this goes out to bid, and the bid window could be short if we don't get moving on this. MAHA, Steve Shaw, VHV and Efficiency VT are the key players we will need to get together for this discussion.

**6. Zoning Issue**

Sharon and Heidi have a conflict with regard to a zoning letter of compliance. There is a time frame for an appeal. Sharon presented Heidi with a letter of appeal at this Selectboard meeting, which Heidi accepted on behalf of the DRB. Sharon found it irregular to have a zoning issue brought up at a Selectboard meeting. She feels there are issues with the letter of compliance and that there is a certain level of personal issues also involved. Chris feels that Sharon has been put in an awkward situation by FleetPride, being a member of the Selectboard, and this decision could eventually come before the Selectboard. The decision will be appealed to the DRB and then to the Selectboard if necessary, and Sharon would recuse herself, as appropriate, if that happens. Heidi stated she wrote the same letter for FleetPride that she would write for anyone, within the boundaries of her role. She is bringing it to the board's attention because this is an awkward situation. Josh asked how this issue came to be. The state asked for the letter of compliance and provided a checklist of what they are looking for. The letter speaks to the zoning bylaws and this letter notes that there are storage structures on the property which are not permitted. Sharon's appeal states that there are two lots there and the lot in question was in perfect compliance, and her appeal states the reasons why and the dates of the subdivision. Tim Reynolds attempted to ask questions but Chris stopped him, noting that this will be coming before the DRB. This was only brought up to this board because it involves a member of the Selectboard and the Zoning Administrator. This process will take the path it needs to take.

**7. Misc.**

Kirt Mayland would like to come to the next meeting on Sept. 1<sup>st</sup> to meet with the board in executive session to discuss the net metering project proposed for Frontage Road. This is a negotiation process, so will happen in executive session.

**I. Selectboard Items**

**1. Fire Department Floor**

This was discussed earlier H-1.

**2. Selectboard Rules of Procedure**

Bruce has not seen this draft yet. There was some discussion on the public comment section of the meeting. This section can be extended if necessary or an additional public comment section can be added at the end of the meeting or it can be added as an agenda item at another meeting. The sign in sheet can be used to have people check the column for public comment and use that list in order to ensure everyone gets to speak that wishes to be heard. This will be tabled until Bruce has a chance to read the document. Our board does not have rules and procedures to operate by currently. Henry reminded the board that their support is out here in the audience and Jean Chevalier commented that our Selectboard does not have to adopt everything from the VLCT model.

**3. Highgate Recreation Committee and Rise VT are hosting a cleanup on the recreation path on Aug. 20<sup>th</sup> @ 8pm and a ribbon cutting ceremony on Sept. 10<sup>th</sup> @ 10am.**

**J. Upcoming Events**

Aug. 23	6pm	DRB Mtg. (rescheduled from Aug. 11)
Sept. 1	7pm	Selectboard Mtg.
Sept. 5		Labor Day – offices closed
Sept. 8	6pm	DRB Mtg.
Oct. 27	by 5pm	Property tax payments are due – NO POSTMARKS

**K. Executive Session**

Motion by Chris Yates for the Selectboard, Town Administrator and the Town Agent to enter into executive session @ 9:35pm to discuss legal and a possible conflict of interest where premature public knowledge could place the town and the individuals involved at a substantial disadvantage. The motion was seconded by Sharon Bousquet – **APPROVED**. Greta Brunswick from NRPC was also present for executive session and Trish from ANR participated via conference call. Greta from NRPC, Trish from ANR (via phone) and Jeff Towle, Town Agent, left executive session @ 10:33pm. Heidi Britch-Valenta left executive session @ 10:34pm. Motion by Chris Yates to exit executive session @ 10:36pm. The motion was seconded by Josh LaRocque – **APPROVED**.

**L. Adjournment**

Motion by Chris Yates to adjourn the meeting @ 10:37pm. The motion was seconded by Josh LaRocque – **APPROVED**.

Respectfully submitted by,

\_\_\_\_\_ Wendi Dusablon, Highgate Town Clerk

*These minutes were transcribed from the NW Access TV recording of the Aug. 18, 2016 Selectboard meeting, as I was not present at the actual meeting.   wsd*

Minutes approved by,

\_\_\_\_\_ Christopher Yates, Chair – Highgate Selectboard