

TOWN OF HIGHGATE

Selectboard Mtg.

September 17, 2015 @ 7pm

Approved Minutes

NOTE: All actions taken are unanimous unless otherwise stated.

The Selectboard met in executive session beginning at 6:00pm this evening with regard to contract negotiations. In attendance for the executive session were; Jeff Towle, Chair; Chris Yates, Vice-Chair; Randy Connelly; Paulette Tatro; Diana O'Hara; Heidi Britch-Valenta; Ed Adrian, Town Council.

The meeting was called to order @ 6:00pm by Jeff Towle. Motion by Chris Yates to enter into executive session @ 6:00pm to discuss a pending contract where premature public knowledge could put the town at a substantial disadvantage. The motion was seconded by Paulette Tatro – **APPROVED**. Motion by Chris Yates to exit executive session and recess the meeting @ 6:55pm. The motion was seconded by Randy Connelly – **APPROVED**.

A. Call to Order & Pledge of Allegiance

The meeting was called to order by Jeff Towle, Chair @ 7:08pm, followed by the Pledge of Allegiance.

Highgate Selectboard Members- Jeff Towle, Chair; Chris Yates, Vice-Chair; Diana O'Hara; Randy Connelly; Paulette Tatro

Highgate Office Staff – Wendi Dusablon - Town Clerk; Heidi Britch-Valenta – Town Admin; Shelley Laroche – Town Treasurer

Public / Other – Andy King – Public Works Director

B. Public Comments

None

C. Reservoir Solar, Kirt Mayland – Presentation on Solar Projects on private property - CANCELLED

Mr. Mayland called earlier today and had to cancel his presentation for this evening. No alternative date has been set.

D. Public Works Department – Andy King

1. Updates

- The public works department is looking at new patches for their uniforms through G&K. A black patch with the state of Vermont in green with a white star and the patch outlined in white.
- Andy took delivery of the F550 yesterday and it is in service. He installed the roof light bar and steps, just waiting on the radios for the new trucks if that is what the board decides to proceed with. We have use for the older radios in the loader and the roadside mower. Radio North has given several quotes and the middle of the road is \$900.00 each installed. This radio provides a good read out and delineates what channel you are on. The 2016 International is also in service and also needs a radio. The new public works decals are on all the trucks and will be on all equipment as well. Motion by Chris Yates to purchase two CM300D radios from Radio North with installation at a total of \$862.00 each (\$587 radio + \$275 installation). The motion was seconded by Jeff Towle – **APPROVED**. Andy noted that the F550 is working out great and there is a huge difference in capabilities, making it a good asset for the town.
- The Morey Road culvert project will start on Friday, Sept. 25th. That small section of Morey Road will be closed from 7am 9/25/15 until 7am 9/28/15. Jersey barriers have been ordered. Dan Brosseau has allowed the town to stockpile materials on his property, which is a huge help. The public works department will be adjusting their work schedule to accommodate the weekend work. The schedule Sept. 21st through Oct. 2nd (proposed):
Work days 9/21, 9/24, 9/25, 9/26, 9/27, 9/28, 9/29, 9/30

Off 9/22, 9/23, 10/1, 10/2

This schedule accomplishes (8) 10 hour workdays in a 2 week period with minimal overtime. The public works department members were all agreeable to this schedule and the board was happy they worked on it together. Andy noted there may be a small amount of OT on the weekend of the culvert project. The bus company and school are aware of the project, signs are up and the flyer has been well publicized. There will only be one bus run affected on Friday afternoon.

- The Tanglewood Drive culvert is tentatively scheduled for Oct. 13th. Andy is working with the homeowners association on this for financial assistance. They are meeting on Sunday so Andy should have an update soon. Heidi noted that the development has their own storm water and sewer system and that some problems are developing. Andy looked at one manhole today and took some pictures. Andy has encouraged the president of the association to contact a contractor. The town can only help, however appropriate, within the right of way.
- Monitor wells at the landfill are scheduled to be closed on Oct. 7th and 8th.
- The municipal building was pressure washed today, except for the peak, they could not get up that far. It looks much better, Butch did a great job.
- There was a washout on Luke Street involving a culvert, that was repaired earlier this week and is all set.
- The septic line work at the municipal building will tentatively take place on Oct. 5th and 6th. This back side of the building will be closed.
- The reacquisition and securing of the Jedware property will be Sept. 21st.
- Striping at the park & ride is complete. The bill came in at \$25 more than the quote due to a no parking sign on the pavement in front of the 9 spots facing Route 78. The state has requested by next June that we build in a green space area. The temporary curbing for the park & ride is still in process, no definitive date for shipping yet, but should be soon. More signs have also been ordered and some are put up already. Swanton Village has provided an estimate to improve the lighting by installing two new poles and there will be three new lights. A pole will be put on the western end by the dry hydrant and another pole in the dark corner on the eastern side. They don't want to go pole to pole overhead, they want to go underground. Motion by Chris Yates to upgrade the lighting at the park & ride with Swanton Village at a cost of \$3,711.05. The motion was seconded by Paulette Tatro – **APPROVED**. Heidi added that we can apply for a grant next summer for other things at the park & ride location, such as a bus stop structure and bike racks.
- The department has been moving sand and mixing it with salt, the shed is just about full. We are in good shape. To date they have brought in 1725 cubic yards of sand and 87 ton of salt, all within budget.
- Future projects – many road signs are in disrepair, faded and / or non-reflective. Those will be replaced a little at a time. Paving is scheduled for the first week of October, and so the septic line work may need to get bumped.
- Sand shed roof – this issue is becoming more urgent. Andy has taken pictures, and all parts of the building are leaking, including the insulated loader bay. He would like to get a contractor over there to evaluate the roof and get an estimate for repairs.
- Metal recycling – prices are low, but there is a lot of metal around that needs to get cleaned up and out of the way. We won't get a lot of money, but it will be much cleaner around the highway department.
- Proposals for crack fill on Franklin Road – Andy has two estimates for the same job that represent dramatically different numbers and equipment. Minimal cracking has started on Franklin Road and would be a good pilot project to see how this works. Many towns use it, as well as the state. The feedback is that it drastically increases the life of the asphalt. Paulette noted there are many cracks on Hanna Road also. The town of Franklin has used Demags to fill their cracks. Randy would like to organize with the town of Franklin to do the work at the same time, and perhaps bring the costs down, if we decide to move forward. Chris asked about spring vs. fall installation of crack seal. Andy King noted that the owner of Seal All (also named Andy) stated it is more effective later in the fall, not in the spring, as the frost is still in the ground. Chris would like to finish the paving and see

if there are funds left to do this, we have time on our side before the snow flies.

- Andy would like to purchase a stream light flashlight and mount it in the one ton truck. This will cost less than \$200.00 and will be charged at all times and ready to roll.
- Diana asked Andy about the library water pipes freezing last winter. Andy's understanding is that it would be an issue of taking up the water line and installing a new one, which is a huge undertaking. Last year was an unusual winter, frost was down 7-8 feet in some cases.

E. Town Treasurer – Shelley Laroche

1. Pay bills

Chris had questions on the radio licensing renewal, if it was for the fire department or highway department – highway department, Shelley will move this line item. There were also questions on the Gosselin line item and if that was the agreed on amount – yes, including the well closures, and he did not resell anything.

2. Misc.

- The auditors have been here all week. It has been very busy and Shelley will be working with them again tomorrow. They have been very helpful, last year is now closed out and they are working on straightening out this year.
- We have one more GIS contract for \$1,050.00, Shelley asked for clarification from Shirley and Aimee on it, but they aren't sure. The other contract was for mapping, this one is for internet services. Shelley will get more clarification before it is paid.
- Chris asked about employee reimbursements. Vonnie was paid for mileage and Andy was paid for the side steps. A refund was also issued to Tim Reynolds for a soccer registration, as his daughter will now be playing for the 5/6 school team, not the parks & rec team.

F. Town Administrator – Heidi Britch-Valenta

1. Mark Fenton visit – sidewalk scoping tour

Mark Fenton is a nationally recognized speaker specializing in public health, planning, and transportation in community, environmental, and public-policy initiatives to encourage more walking, bicycling, and transit use. Rise VT is the sponsor that has paid for him to come to our region, he will be here Oct. 8th & 9th. Oct. 8th will be a tour with participating towns to look at issues facing each community with regard to pedestrian safety. Oct. 9th there will be a breakfast followed by a presentation and work sessions. Heidi will ask Connie Beyor to accompany her and if she is not available she will check with Karen Casavant. Heidi also stressed the importance of obtaining crosswalks in Highgate. She has been speaking with NRPC about our issues. Because we don't have crosswalks, the local day care facilities can no longer walk children to school, swim lessons or around town. Heidi has heard from one parent about how this is impacting their family. Bethany from NRPC suggested we invite John Kaplan from VTrans to help us with solutions and support that need. If we were able to create an agreement with land owners near the school to use their property, it would also have to be available for the general public to use that route as well. The Lamkin Street sidewalk project should be ready to go in the spring of 2016, we are currently in the state permitting process. The archeological process for the Lamkin Street project happened this week, and it will then move into the right of way process prior to construction. As far as the Route 78 safety study, they came to us with alternatives and selections were made. That is being finalized now and the study should be complete this year. We have an agreement with the school to share equipment for keeping the sidewalks clear. The Lamkin Street project has taken a full three years to get to this point. With regard to funding for the Route 78 project, Heidi commented that we can apply for grants, and the competition for grant funding is stiff. The applications are very comprehensive and this will be the first year they are accepted electronically. Letters of support from schools, community members and businesses will be needed. With our last application, it included a letter from family members of an accident victim who passed away in a pedestrian / vehicle accident many years ago on Gore Road.

2. Misc.

- Heidi and Paulette attended the arena construction meeting earlier today and noted they are having issues with the phones lines, which affects the

fire alarm system. Chris knows that Comcast is in the process of replacing the line. The phone line was cut by accident during the construction and a temporary line can't be put in place, because it would cross the driveway.

- Heidi asked about the fire department floor, Chris stated it is still set for repair in October. He will contact the vendor to see if anything has changed.
- Paulette brought up the roof at the arena, which leaks in the zamboni area, restroom area and the further left hand corner of the building. This work is outside the scope of the current renovation project. Chris would like to get a few roofing contractors up there and identify the leaks and get quotes on repairing it. Tom, the supervisor on site for DEW, can certainly point out the spots to the contractors to address the issue. Heidi will prepare an RFP for this.

G. Town Clerk – Wendi Dusablon

1. Minutes

Motion by Chris Yates to approve the minutes from September 3, 2015 with one amendment. The motion was seconded by Paulette Tatro – **APPROVED.**

2. Misc.

- Wendi gave an update on dogs. There are just 3 dog owners yet to license their dogs, for a total of 7 dogs. Vonnie and Ben will be going out soon and will impound the animals if necessary until the licensing is complete. We should finish 2015 with approximately 850 licensed dogs. Wendi would like to close out the year by October 1st.
- This week has been exceptionally busy with the audit going on and a lot of traffic in the office and multiple night meetings.

H. Selectboard items

These items were covered in executive session prior to this meeting.

I. Other business

- Heidi reminded the board that Oct. 1st is the first public hearing on the capital budget.
- Paulette has one member of the community interested in joining the finance committee. Jeff has some names for Paulette to touch base with also.

J. Upcoming events

- Morey Rd. partial closure Sept. 25 @ 7am – Sept. 28 @ 7pm
- Selectboard Mtg. Oct. 1 @ 7pm
- DRB Mtg. (NOTE DATE CHANGE) **Oct. 14 @ 6pm**
- Planning Comm. Mtg. Oct. 20 @ 6pm
- Property taxes are due Oct. 27 by 5pm

K. Executive session

None – was done prior to this meeting @ 6pm.

L. Adjournment

Motion by Jeff Towle to adjourn the meeting @ 8:22pm. The motion was seconded by Diana O'Hara – **APPROVED.**

Respectfully submitted by,

Wendi Dusablon, Highgate Town Clerk

Minutes approved by,

Jeff Towle, Chair – Highgate Selectboard