

TOWN OF HIGHGATE Selectboard Meeting

Thursday, March 7, 2019 @ 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 Sharon Bousquet, Chair @ 7:00pm, followed by the Pledge of Allegiance.

Highgate Selectboard Members – Sharon Bousquet, Chair; Joshua LaRocque, Vice-Chair; Bruce Butler; Randy Connelly; Richard Flint (arrived @ 7:03pm)

Highgate Office Staff – Wendi Dusablon – Town Clerk & Public Meetings Clerk; Heidi Britch-Valenta – Town Administrator; Shelley Laroche – Town Treasurer;

Public / Other – Alice S. Cota; Woody Rouse; David Rouse; Chris Shepard; David Roddy

B. Public Comment(s)

- Chris Shepard thanked the voters for passing the school bond vote on Tuesday.
- Chris also reminded everyone of the FNWSU Unified Union School District Organizational Meeting – Thursday, March 21st @ 7pm @ MVU.
- Sue Cota commented that helmets are needed at the arena at all times for anyone out on the ice. She was there last week when an arena employee fell. There was discussion on the liability aspect and how a policy would provide protection for the town.

C. Reorganization of the Selectboard

- Motion by Josh LaRocque to nominate Sharon Bousquet as Chair of the Highgate Selectboard. The motion was seconded by Bruce Butler. There were no other nominations – **APPROVED.**
- Motion by Randy Connelly to nominate Joshua LaRocque as Vice-Chair of the Highgate Selectboard. The motion was seconded by Sharon Bousquet. There were no other nominations – **APPROVED.**
- Sharon welcomed Richard Flint to the Selectboard.
- Motion by Randy Connelly to nominate Joshua LaRocque as Road Commissioner. The motion was seconded by Sharon Bousquet. There were no other nominations – **APPROVED.**

D. Town Treasurer Updates – Shelly Laroche

- There were no questions on the check warrants. Shelley will change the names on the bottom for signature.
- More delinquent tax money has come in and that continues to go very well.
- The bills for the Western Star came in this week and were all forwarded to VLCT as well. The cosmetic work will be done in better weather.

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- An updated budget is in the drop box. All departments are doing well.

E. Town Clerk Updates – Wendi Dusablon

- Motion by Josh LaRocque to approve the minutes from February 21, 2019, as written. The motion was seconded by Randy Connelly – **APPROVED**.
- Motion by Randy Connelly to approve the minutes from February 28, 2019, as written. The motion was seconded by Bruce Butler – **APPROVED**.
- The Selectboard appointed the following positions:

Tree Warden	<u>Butch Brosseau</u>	1 year	motion by Josh + seconded by Randy – APPROVED
Animal Control Officer	<u>Yonnie Lamotte</u>	1 year	motion by Josh + seconded by Richard – APPROVED
NRPC Representative	<u>Richard Noel</u>	1 year	motion by Josh + seconded by Randy – APPROVED
TAC Committee	<u>Richard Noel</u>	1 year	motion by Josh + seconded by Richard – APPROVED
Delinquent Tax Collector	<u>Shelley Laroche</u>	1 year	motion by Josh + seconded by Randy – APPROVED
Deputy Health Officer	<u>Richard Souza</u>	1 year	motion by Josh + seconded by Richard – APPROVED
Development Rev. Board	<u>Michael Kravetz</u>	3 year	motion by Josh + seconded by Randy – APPROVED
Development Rev. Board	<u>Woody Rouse Jr</u>	3 year	motion by Josh + seconded by Randy – APPROVED
Planning Commission	<u>Luc Dupuis</u>	3 year	motion by Josh + seconded by Randy – APPROVED
Planning Commission	<u>Bruce Ryan</u>	3 year	motion by Josh + seconded by Randy – APPROVED
Recreation Commission	<u>Brian Fortin</u>	2 year	motion by Josh + seconded by Richard – APPROVED
Recreation Commission	<u>Lucas Tatro</u>	2 year	motion by Josh + seconded by Randy – APPROVED
Recreation Commission	<u>Mark Gilbert</u>	2 year	motion by Josh + seconded by Randy – APPROVED
Zoning Administrator	<u>Samantha Derosia</u>	3 year	motion by Josh + seconded by Randy – APPROVED
Road Commissioner	<u>Josh LaRocque</u>	1 year	motion by Randy + seconded by Sharon - APPROVED (done earlier under section "C")

- Wendi gave a quick recap from Town Meeting Day on March 5th. Everything was approved from the floor, with the highway department budget being increased by \$22,000.00. The article to change the start time of town meeting was “postponed” to be discussed again in 2020. On the town ballot there were no races. The school bond vote passed 158-120 (2 blank). A total of 280 people voted at the polls, which is low, probably due to not having a school budget to vote on yet. More details to follow on that!

RESULTS

OFFICIAL BALLOT
ANNUAL TOWN MEETING
HIGHGATE, VERMONT
MARCH 5, 2019

INSTRUCTIONS TO VOTERS

A. To VOTE, completely fill in the OVAL to the RIGHT of your choice(s) like this:

B. Fill-in directions as to the number of candidates to be marked for each office.

C. To vote for a person whose name is not printed on the ballot, write the candidate's name on the line provided and completely fill in the OVAL.

<p>BOARD OF LISTERS</p> <p>AMER REYHOLO</p>	<p>LIBRARY TRUSTEE</p> <p>AMY NOLAN BOUCHARD</p>	<p>TOWN CLERK</p> <p>WENDY DUSABLON</p>
<p>BOARD OF LISTERS</p> <p>PETER ST GERMAN</p>	<p>MODERATOR</p> <p>KYLE LOTHIAN</p>	<p>TOWN TREASURER</p> <p>SHELLEY LAROUCHE</p>
<p>BOARD OF LISTERS</p>	<p>SELECTBOARD MEMBER</p> <p>RICHARD E. FLINT</p>	<p>TRUSTEE OF TRUST FUNDS</p> <p>CLARENCE J. MILLER</p>
<p>CEMETERY COMMISSIONER</p> <p>KEITH FLOOD</p>	<p>SELECTBOARD MEMBER</p> <p>SHARON BOUSQUET</p>	

OFFICIAL BALLOT
HIGHGATE TOWN SCHOOL DISTRICT
SPECIAL MEETING MARCH 5, 2019

The Board of School Directors of Highgate Town School District proposes to incur bonded indebtedness for the purpose of making necessary school building and grounds improvements to the Highgate Elementary School. Some funds may not be available at the time this project is otherwise eligible to receive state school construction aid. The District is responsible for all costs incurred in connection with any borrowing done in anticipation of the receipt of a local construction aid.

ARTICLE I

Shall general obligation bonds or notes of the Highgate Town School District in an amount not to exceed Two Million, Three Hundred and Twenty Thousand Dollars (\$2,320,000.00), subject to reduction from the receipt of available state and federal grants-in-aid and other financial assistance, be voted for the purpose of financing school buildings and grounds improvements including but not limited to Parking Lot, Heating, Ventilation, Fire and Safety System Upgrades, Exhaust Systems, Asbestos Abatement for the White and Brick Buildings of the Highgate Elementary School, at an estimated cost of Two Million, Three Hundred and Twenty Thousand Dollars (\$2,320,000.00)?

If in favor of the proposition issue YES = 158
make a cross (x) in this square.

If opposed to the proposition issue NO = 120
make a cross (x) in this square.

BLANK = 2
SPOULES = -

RESULTS

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- Dog & Cat Rabies Clinic – Saturday, March 16 from 10am – Noon at the Highgate Vol. Fire Department. Contact the office for more information. 2019 dog licenses are available at the clinic for Highgate residents. Anyone from any town can license their animals at our clinic, but you must license your dogs in the town you reside in. \$10 rabies / \$15 distemper / \$20 for both. Paws For Thought will be the attending Veterinarian.
- Motion by Josh LaRocque to exit the regular meeting and enter into the liquor control board @ 7:20pm. The motion was seconded by Randy Connelly – **APPROVED.** Motion by Josh LaRocque to approve the 2019 renewal application for Desorcie’s Market. The motion was seconded by Randy Connelly – **APPROVED.** Motion by Josh LaRocque to exit the liquor control board @ 7:22pm and re-enter the regular Selectboard meeting. The motion was seconded by Randy Connelly – **APPROVED.**

F. Administrator Items – Heidi Britch-Valenta

- Heidi shared the AOT annual letter that describes funding sources and announces annual grants.
- There is hydraulic study information in the packet with regard to Frontage Road. A structures grant will be needed for this project.
- There was discussion paving needs in the area of the arena and school. One mile on Gore Road was approved as part of last year’s list.
- Motion by Josh LaRocque for Heidi to work with Jim Smith. The motion was seconded by Randy Connelly – **APPROVED.**
- Motion by Josh LaRocque to sign the certificate of standards. The motion was seconded by Richard Flint – **APPROVED.**
- The ADA construction project is finally ready to begin! The amended agreement went up from \$75,000.00 to \$92,734.00. Our match went up but Heidi was able to claim her hours and no additional funds are needed. Motion by Josh LaRocque to give Heidi permission to accept the new grant agreement. The motion was seconded by Randy Connelly – **APPROVED.**
- The bollards for the public works department are estimated at \$475.00 each x6 = \$2,850.00 plus any paving work that will be needed. This project is eligible for the equipment grant and 50% coverage. The work will have to be contracted out and could be lumped together with ADA work.
- There are updates on the Machia Road stabilization project in the packet and in the drop box.
- CSI annual contract for maintenance (spring / fall) on the HVAC system. The amount stayed the same \$1,096.00 total. Motion by Josh LaRocque to sign the contract. The motion was seconded by Randy Connelly – **APPROVED.**
- Motion by Richard Flint to sign the consortium agreement between Highgate and Swanton for the airport planning grant. The motion was seconded by Josh LaRocque – **APPROVED.** Swanton won’t be contributing any money but will participate and facilitate the discussion to get us to our goal.
- Heidi will be working on a historical preservation grant for the Historical Society. They have work to be done on the exterior of the building.

- The video surveillance policy draft is ready for review. Edits and suggestions from VLCT have been incorporated. Randy recommends an inspection schedule. There was discussion on who will inspect it and become the system administrator to view footage in the event it is necessary. There was discussion on if signage is necessary. Having video surveillance is not unique in public spaces. There was further discussion on remote access and / or having a reason to log into the system to view footage. Heidi will ask Matt Bouchard to come to a future meeting to discuss this with us. This discussion was tabled until that time.

G. Selectboard Items

- There have been complaints with regard to vehicle damage, allegedly caused by road issues (for example, stone chipped windshields and flat tires). VLCT stated we can forward any claims to them and let them make the determination. However, the claims will likely be denied unless complete negligence by the town can be proven. Wendi found Franklin's policy and it is in drop box for the board to review.
- FNWSU Unified School District Organizational Meeting (rescheduled) is now being held on Thursday, March 21 @ 7pm @ MVU. Our Selectboard meeting has been moved to Wednesday, March 20 @ 7pm.
- Sharon stated that the highway department was very grateful for their budget being passed and adding a little extra. Butch wanted to express his gratitude to the taxpayers for their support. Woody added that the Village Core Master Plan table at town meeting had lots of visitors and people asked a lot of questions.
- The Selectboard will talk with the Recreation Commission about a helmet policy, at the very least for our employees.

H. Upcoming Events

Mar. 14		DRB Meeting – CANCELLED
Mar. 16	10am – Noon	Rabies Clinic @ HVFD
Mar. 19	6pm	Planning Comm. Mtg. with Selectboard
Mar. 20	7pm	Selectboard Mtg.
Mar. 21	7pm	FNWSU Unified District Organization Mtg. @ MVU
Mar. 25	8-9:30am	Legislative Breakfast @ St. Albans City Hall
Apr. 13	11am - Noon	Coffee Hour with FRA-5 Reps Charen Fegard & Lisa Hango

Motion by Sharon Bousquet to exit the regular meeting @ 7:49pm. The motion was seconded by Bruce Butler – **APPROVED**.

I. Executive Session

Motion by Sharon Bousquet to enter into executive session @ 7:50pm with David Rouse and Heidi Britch-Valenta and also with the Sheldon Selectboard when they arrive – to discuss personnel / legal / contracts where premature general public knowledge would place the town and / or the individuals involved at a substantial disadvantage. The motion was seconded by Josh LaRocque – **APPROVED**. David Rouse left @ 8:00pm and the Sheldon Selectboard (Seth Hungerford, Greg Stebbins & Steve Dodd) had arrived to discuss the shared policing contract.

Motion by Josh LaRocque to exit executive session @ 9:10pm. The motion was seconded by Randy Connelly – **APPROVED.**

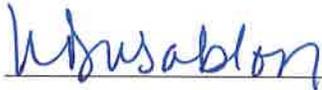
Motion by Sharon Bousquet to post the notice of conveyance of land. The motion was seconded by Randy Connelly – **APPROVED.**

Motion by Josh LaRocque to sign the workplace life insurance agreement. The motion was seconded by Randy Connelly – **APPROVED.**

J. Adjournment

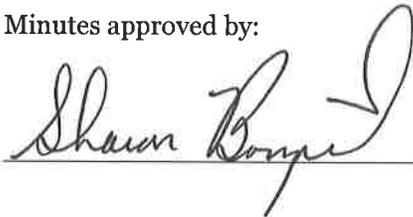
Motion by Josh LaRocque to adjourn the meeting @ 9:15pm. The motion was seconded by Sharon Bousquet – **APPROVED.**

Minutes respectfully submitted by:



Wendi Dusablon – Town Clerk & Public Meetings Clerk

Minutes approved by:



Sharon Bousquet – Chair, Highgate Selectboard

