

# **TOWN OF HIGHGATE SELECTBOARD MEETING**

Thursday, May 17, 2018 @ 7pm

## **Approved Minutes**

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

6:30pm – Village Core Master Plan Committee – phone conference

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

The meeting was called to order by Sharon Bousquet, Chair @ 7:04pm followed by the Pledge of Allegiance.

**Highgate Selectboard Members** – Sharon Bousquet, Chair; Josh LaRocque, Vice-Chair; Steve LaFar; Bruce Butler; Randy Connelly

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

**Public / Other** – Roger Langevin; Cathy Hickory; Rick Trombley; Thomas Oliver - FCSO; Alice S. Cota; Ty Choiniere; Robert W. Norris - FCSO

### **B. Public Comments**

- Sue Cota thanked Josh LaRocque and Pat Loyer for roping off the section of Monument Road that is showing signs of instability. Heidi later in the meeting also touched on this issue. The state archeologist said it is a big issue there due to the Abenaki burial grounds and the potential to lose that area to the river. They are looking for any sort of funding. He asked if the town would sponsor a road grant if a source were to present itself. The area is out of the town's right of way, but not by far. Monument Road would not be in good shape if that piece goes into the river. This is a state designated historic preservation area. Heidi connected him with the Department of Public Safety for FEMA grant opportunities. Sue Cota stated that some of the land affected belongs to her neighbors (Robertson and Deslandes) and some also belongs to the state. Sue also said that Eugene Rich is connecting with Jeff Benay for any possible funding opportunities through the Abenaki community.
- Ty Choiniere is working on the park benches and tables in the park. He had questions about the netting in the green space that was put in as part of the sidewalk project. If they rototill that netting up it will make a big mess. GW Tatro installed the netting and the town is responsible for taking it out now that it is spring.
- Roger Langevin was present to introduce himself to the board. He is running for Franklin County Sheriff. He gave some background on his career in law enforcement, which includes state trooper, detective and patrol commander. He is currently with St. Albans PD and is the School Resource Officer (SRO) at St. Albans Town Education Center (SATEC). The board had a few questions on topics such as the possibility of increased patrols, nuisance ATV activity, and growth within FCSO. Bruce would be interested in seeing a candidate forum prior to election season.

**C. Franklin County Sheriff's Office – Robert Norris and Thomas Oliver**

Robert Norris and Thomas Oliver were present for an update. Bob will be stepping down as of January 31, 2019 after a long career in law enforcement and twenty years as Sheriff. He shared statistics for Highgate for the calendar year 2017 and year to date (4/30/18) for 2018

Full year - 2017			Jan. 1 - Apr. 30, 20		
City	Highgate		City	Highgate	
2017 Nature of Call	Count of Call(s)		2018 Nature of Call	Count of Call(s)	
911 Hangup	9	Fireworks	911 Hangup	2	
Abandoned Vehicle	1	Intoxication	Accident - Injury to person(s)	3	
Accident - Injury to person(s)	3	Juvenile Problem	Accident - Property damage only	3	
Accident - ISA	1	Low and Insubordinate Conduct	Alarm	4	
Accident - Property damage only	6	Uttering	Arrest on Warrant	1	
Alarm	17	Motor Vehicle Complaint	Assault	1	
Alcohol Offense	1	Noise Disturbance	Assist - Agency	10	
Animal Problem	2	Overdose	Assist - Public	4	
Arrest on Warrant	2	Property Watch	ATV Incident	3	
Assault	6	Public Speaking	Burglary	1	
Assist - Agency	25	Reckless Endangerment	Citizen Dispute	2	
Assist - Motorist	3	Robbery	Directed Patrol	3	
Assist - Other	1	Search Warrant	DLS	1	
Assist - Public	25	Sexual Assault	Domestic Disturbance/Assault	2	
ATV Incident	25	Snowmobile	Drugs	1	
Burglary	4	Stone Garden Patrol	DUI	1	
Citizen Dispute	17	Subpoena Service	Filing Police	1	
Community Outreach	1	Suspicious Event	Family Disturbance/Non Reportable	2	
Dead Body	3	Theft	Fireworks	1	
Deliver Message	1	Theft of MV	Lewd and Lascivious Conduct	1	
Directed Patrol	15	Threats/Harassment	Motor Vehicle Complaint	11	
DLS	16	Traffic Hazard	Noise Disturbance	4	
Domestic Disturbance/Assault	5	Traffic Stop	Property Watch	48	
Drugs	2	TRO/FRO Service	Stone Garden Patrol	6	
DUI	3	TRO/FRO Violation	Suspicious Event	6	
False Info to Police	1	Vandalism	Theft	1	
Family Disturbance-Non Reportable	4	VIN verification	Threats/Harassment	5	
		Violation of Conditions of Release	Traffic Hazard	1	
		Welfare Check	Traffic Stop	60	
		Grand Total	TRO/FRO Service	1	
			Unlucky Death	1	
			Vandalism	1	
			VIN verification	4	
			Welfare Check	1	
			Grand Total	195	

There was discussion about the legalization of marijuana taking effect on July 1<sup>st</sup>. There was also lengthy discussion on ATVs and the Highgate Ordinance which is taking effect on June 5<sup>th</sup>. Sheriff Norris supports an ordinance, and he also supports ATV riders policing their own. FCSO gets calls and videos often about ATVs but people are not willing to do written statements and follow up in court if necessary. Sharon asked about drug enforcement and if that is successful. We recently had a very unfortunate event in Highgate that was directly related to drugs. The problem is becoming increasingly worse and law enforcement is being thrown a curve ball with the passage of marijuana legislation. There were questions about educational opportunities, such as the DARE program. School Resource Officers are becoming more and more necessary. Several schools in our area have full time SROs, which are funded through various sources. Bob Norris introduced Thomas Oliver who currently works for FCSO and he, too, will be seeking the open seat for Franklin County Sheriff. He has been with FCSO since 1989.

Tom said the department continues to grow and has flourished under Bob's leadership. Recruiting new officers has been a challenge, but five new candidates will be coming on board in September. The board also had a few questions for Tom on topics such as constable training, increased patrols and the SRO program. With regard to the constable training, FCSO can provide training, but they have no direct supervision over them once they are back in their community. Steve commended FCSO for the job they do and we appreciate them very much. Shelley reminded the board that we do receive an update with the bill every month from FCSO and the info is always in the drop box.

**D. Public Works Department – Patrick Loyer**

- Motion by Steve LaFar to approve the price on chloride from Gorham .83 cents per gallon. The motion was seconded by Bruce Butler – **APPROVED.**
- Street sweeping is complete.
- Josh and Pat took a ride today and will continue to add to the project list. They discussed paving as well. Grading will be starting on the roads that need it most first. Pat will catch up with Shelley with regard to paving budgets but we don't have budget money available until after July 1<sup>st</sup>.
- There are many culverts that need replacement. Pat found four on Gore Road but will wait until school gets out. And he found three on Carter Hill that will need to be addressed before paving season. Years of neglect have caught up to us and we are playing catch up.
- The Frontage Road project is still in the application stage. Mill Hill will be worked on after the dam replacement project. The DIs have been ordered from Precast for Mill Hill.
- Tarte Road projects will start soon.
- There are many dead trees that need to be dealt with this summer and fall.
- Pat and Heidi met with Bethany from NRPC regarding the Municipal Roads General Permit. The town has to register with the state by July and pay a fee to say that we understand that we have two years to complete our road inventory. This road inventory is already complete. By April of 2019 we have to complete an update that states what we have done to date. \$2,000.00 is not due until April but \$240.00 will be due in July.
- Pat had a large map with project locations noted throughout our town. It hangs in his office so the board can look at it any time.
- The equipment grant application is coming up. Pat would like to seek funding for a hydro seeder. Our match would be \$1,300.00. This will be helpful with ditching jobs. We have had to borrow one on many occasions. Motion by Josh LaRocque to purchase the hydro seeder with the equipment grant and to use \$1,300.00 from the left over sand budget to cover the match. The motion was seconded by Bruce Butler – **APPROVED.**
- The sand line item in the budget is under due to the sand we now have access to on Frontage Road. However, we are over on the stone line item. Overall the PWD budget is in good shape with about six weeks to go.
- Bethany at NRPC is going to assist us with getting the speed study done on Tanglewood Drive within the next month.
- Pat picked up a new frame for the plow. A few extra parts were needed that were not included. The insurance check covered the bill from Tenco.
- Sharon would like Pat to make sure he purchases extra parts for winter (chains, bearings, etc.) with any extra sand line budget money.

- Butch let Pat know that one of the flaggers who lives on Lamkin Street said his company has extra cones for sale \$5.00 each. They purchase new ones and get rid of the old ones. We are low on cones and Pat would like to purchase 25 of them. The board was ok with this as long as they are legal sized, reflective and Pat gets a receipt.
- Pat again noted the Monument Road issue, which was covered earlier in this meeting under public comment.

**E. Treasurer Updates – Shelley Laroche**

- There were no questions on the check warrants.
- Sullivan and Powers will be here to start the fixed asset inventory on June 15<sup>th</sup>.
- Departmental budgets are all looking good as we near the end of our fiscal year.

**F. Town Clerk Updates – Wendi Dusablon**

- Motion by Josh LaRocque to approve the minutes from May 3, 2018, as written. The motion was seconded by Steve LaFar – **APPROVED.**
- Memorial Day – Monday, May 28  
 ~ HVFD BBQ @ 11am - \$10.00 per person for 1/2 chicken, coleslaw, roll, pickle, baked potato & milk.  
 ~ Parade @ 1pm - please line up starting @ 12:15pm at Highgate Sports Arena. Contact Sharon Bousquet with any questions, 868-3173 or [sbousquet@highgatevt.org](mailto:sbousquet@highgatevt.org). The parade will be followed by a short ceremony in the park.  
 ~ HVFD Auction - to follow the ceremony in the park.  
 Sharon noted there will hopefully be a fly over. Parade participants will supply their own candy and if you throw candy, please throw it off the pavement. We do not want children entering the roadway. There will be a pie eating contest as well, one for children, one for adults. There will be no parking along the new sidewalks. Parking is available at the Catholic church, Machia property, school and park and ride.
- Special Town Meeting – Thursday, June 7 @ 6pm to vote on money to replace the municipal building roof.
- Motion by Sharon Bousquet to exit the regular meeting @ 8:29pm and enter into the liquor control board. The motion was seconded by Josh LaRocque – **APPROVED.** Motion by Sharon Bousquet to sign the 2018 renewal application for My-T-Fine Creamery Restaurant, Inc. The motion was seconded by Bruce Butler – **APPROVED.** Motion by Randy Connelly to exit the liquor control board and enter back into the regular meeting @ 8:31pm. The motion was seconded by Josh LaRocque – **APPROVED.**
- The vacant position on the Parks & Recreation Commission was posted and we did not have any letters of interest submitted by the deadline. The position will remain vacant for now.

**G. Town Administrator Items – Heidi Britch-Valenta**

- We have applied for a \$20,000.00 grant for a pavilion in the Highgate Falls Park. The match would be in-kind hours and we should hear something in June.
- Walk to school day is tomorrow, May 18<sup>th</sup> starting at the St. Louis Church on Lamkin Street. All are invited and encouraged to attend.
- The Planning Commission met on Tuesday. There will be a walk about in the village at their next meeting, June 19<sup>th</sup> at 6pm. The Selectboard as well as area residents are invited and encouraged to attend.

- Municipal Land Sale – Thursday, June 28<sup>th</sup> @ 11am here at the town office. There are two pieces of property that the voters approved to sell and the third is a judgement order by the court. The complete postings and all information regarding these sales can be found in the St. Albans Messenger, Town of Highgate FaceBook page, Town of Highgate website as well as six locations around town. Call the town offices for more information, 802-868-4697.

<i>Dalcourt Property</i>	<i>4.2 acres</i>	<i>VT Route 78</i>	<i>minimum bid \$15,000.00</i>
<i>Cherry Hill Property</i>	<i>11.4 acres</i>	<i>Rheaume Rd.</i>	<i>minimum bid \$18,000.00</i>
<i>293 Lamkin Street</i>	<i>.5 acres</i>	<i>Lamkin St.</i>	<i>minimum bid \$10,000.00</i>

- Update on ADA construction – there was a delay getting through the environmental review. During Phase I, two drains were noticed. He is coming back on May 22<sup>nd</sup> with Drummack to scope the drains. This is all part of our match with the grant.
- Crosswalk painting – this has been done twice, and twice the product has come up. We are still trying to figure out the next steps. We do have the option to borrow equipment from Swanton.
- PACIF grants are out and can be used for anything that will reduce a loss. These are due in August. A pressure washer and camera system were discussed as possibilities.

**H. Selectboard Items**

- We have an application for a Certificate of Approved Location (COAL) for a salvage yard. Sharon requested that we not address this tonight and gather more information. It is due soon, but Heidi has spoken to the owner as well as the state and they will continue to work on some issues. Motion by Sharon Bousquet to table this until the next meeting. The motion was seconded by Josh LaRocque – **APPROVED.**

**I. Upcoming Events**

May 18	Walk to School Day	June 6	6:30pm	Library Trustee @ library
May 28	Memorial Day in Highgate	June 7	7pm	Selectboard Mtg.
June 5	6pm Parks & Rec. Mtg. at arena			

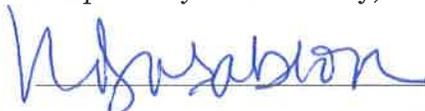
**J. Executive Session**

Motion by Sharon Bousquet to end the regular meeting and enter into executive session @ 8:41pm with the Town Administrator to discuss legal, contracts and personnel, where premature general public knowledge would place the town and individuals involved at a substantial disadvantage. The motion was seconded by Steve LaFar – **APPROVED.** Motion by Sharon Bousquet to exit executive session @ 9:39pm. The motion was seconded by Josh LaRocque – **APPROVED.**

**K. Adjournment**

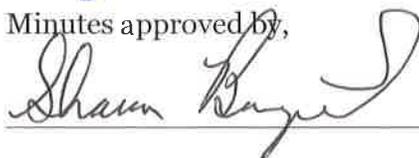
Motion by Sharon Bousquet to adjourn the meeting @ 9:40pm. The motion was seconded by Steve LaFar – **APPROVED.**

Respectfully submitted by,



Wendi Dusablon, Highgate Town Clerk & Public Meetings Clerk

Minutes approved by,



Sharon Bousquet - Chair, Highgate Selectboard

