

**TOWN OF HIGHGATE**  
**Selectboard Meeting**  
**Thursday, August 1, 2024 @ 6:00pm**  
**Approved Minutes**

NOTE: All actions taken are unanimous unless otherwise stated

**ZOOM LINK: <https://us02web.zoom.us/j/86963054212>**

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

The meeting was called to order by Merry Souza, Vice-Chair, at 6:01pm, followed by the Pledge of Allegiance. **This meeting was a hybrid of in-person and Zoom video.** Participants were in-person unless otherwise noted.

**Highgate Selectboard Members** – Merry Souza, Vice Chair; Kyle Lothian; Ben Lowell  
*absent – Richard Flint & Vern Brosky III*

**Highgate Office Staff** – Wendi Dusablon, Town Clerk & Public Meetings Clerk; Sharon Bousquet, Town Administrator; Shelley Laroche, Treasurer & DTC

**Public** – Alice (Sue) Cota; Jes Bombard; Rebecca Manning

**B. Public Comments**

- Sue Cota commented that she has been seeing Franklin County Sheriff's vehicles all over town, and that is good to see!

**C. Library Update – Rebecca Manning**

Rebecca Manning was present to provide an update on Highgate Library and Community Center. A new director has been hired, Christine Walton, and she will start with us on Aug. 12<sup>th</sup>. She lives in St. Albans with her family and put together a packet for the board. She is originally from the Toronto area and has been in our area since the beginning of the pandemic. She has her Certificate of Librarianship from the State of Vermont and has a ton of energy, knowledge, and is already keeping the trustees on their toes. She has some short and long term goals which include: trainings, staffing, connecting with the community, recruiting volunteers, and more. The board thanked Rebecca and the trustees for their extensive search to find the right candidate to lead HLCC. Wendi asked about library hours. A proposal has been put together and it will be further discussed at their meeting on Aug. 7<sup>th</sup>. Some of the office staff have already met Christine, and she will be introducing herself to other town staff and departments once she officially starts with us.

**D. Recreation Update – Jes Bombard**

Parks and Recreation has been BUSY! Little League numbers were about the same this season, with 111 players. The bikes to borrow program was utilized, particularly by grandparents when their grandchildren were visiting. The pickleball program grew, utilizing both courts. A new summer hockey program was started – NHL Street Program – we are the first program to organize in Vermont. Stowe tried a few years ago and didn't have the numbers. We hope more communities will join next year. Crossroads Summer Program has used the arena this past month for games, sports, and more. That is an excellent connection for the town and school. Other summer programs include: Friday Flicks, Summer Sounds Concerts, and this Saturday is mini golf day! All of these are free programs for our community. The concerts could be better attended, and we only have three on the schedule total this summer, the next one is Aug. 11<sup>th</sup> at 6pm. The new playground was installed, it took longer than we hoped due to weather and scheduling, but we have seen lots of new faces using it, which is amazing to see. Thank you to Highgate Public Works for their efforts, including a last-minute request for further digging. Fall sports registration for soccer and cross country is open until Aug. 16<sup>th</sup> and they are always looking

for coaches. The arena proshop is coming along and will be open to the public by the end of August or early September. There are about six more weeks until the ice goes back in (mid/late September). Ice season rentals include three varsity programs – MVU Boys, MVU Girls, and Milton High School, as well as youth programs from MAHA, Milton, and SASA, and all the other ice programs that we offer until March. A Girls for Hockey program will be offered once a month also. Big Al's Snack Bar will be back again this season also! Jes joined Sharon on a site visit with regard to the rail trail pavilion, which will be a nice addition to our recreation facility offerings. Sue Cota asked about the entrance / lobby remodeling project. That will not begin until after this ice season, if everything stays on schedule. Jes explained that proposal and what it will entail. Rebecca asked about possible changes to the locker rooms, for now none are scheduled, but are still on the radar for sure! The board thanked Jes for all their great work over at our recreation facility.

**E. Town Treasurer – Shelley Laroche**

- Motion by Ben Lowell to accept and sign the check warrants. The motion was seconded by Kyle Lothian – **APPROVED.**
- The tax sale originally scheduled for 9/5/24 is being rescheduled due to a change in the law with scheduling. It will likely be later in September.
- The delinquent tax balance is \$54,467.28.
- Motion by Kyle Lothian for Shelley to purchase two water coolers instead of renting them from Vermont Heritage, nka: Vermont Spring LLC. The motion was seconded by Ben Lowell – **APPROVED.**
- Our annual audit is at the end of August, so Shelley has been busy preparing for that.
- Shelley started filling out the reappraisal order and we need to respond by November. Part of that requires us to already have a firm to work with, so that RFP will be going out sooner than later to start the process.
- We have received our educational tax rates from the State of VT for the 2024-2025 cycle. 1.5191 (education only – homestead rate) and 1.7646 (education only – non homestead rate). When you include the budgets passed at town meeting in March, we are looking at approximate increases of \$100.00 on \$100,000.00 assessment; \$150.00 on \$150,000.00 assessment; \$200.00 on \$200,000.00 assessment; and so on. The details are yet to be finalized, but the Selectboard will be asked to approve tax rates at the Aug. 15<sup>th</sup> meeting. While these increases are enough, they are not nearly as bad as we thought, or as what was projected, at least in Highgate.

**F. Town Clerk – Wendi Dusablon**

- Motion by Ben Lowell to approve the minutes from July 18, 2024, with one amendment in the ATV discussion, pointed out by Wendi. The motion was seconded by Kyle Lothian – **APPROVED.**
- Office hours the week of Aug. 12-16 are all over the place. These are posted to the public. Aug. 12<sup>th</sup> – 9am – noon; Aug. 13<sup>th</sup> – closed for primary election polls open at arena 7am -7pm; Aug. 14<sup>th</sup> – noon – 4pm; Aug. 15<sup>th</sup> – 9am – 4pm; Aug. 16<sup>th</sup> -Bennington Battle Day holiday.
- Primary Election – Tuesday Aug. 13<sup>th</sup> – polls open at arena 7am – 7pm. Absentees are still available and must be returned by 7pm on election day! To date 157 have been sent out, and 80 returned. The drop box will be closed on election day, so ballots need to be returned directly to Wendi at the polling place by 7pm in order to be counted. Please vote, this is a big election year, and your vote does matter!
- The month of August is a very busy one, followed by tax bills in September and everyone being mailed a ballot for the General Election. Please be patient with one another during this busy time – just be kind 😊.
- Other than bills and ballots, land records have been busy, as well as vital records, with several new Highgate babies being born this week alone.

**G. Town Administrator – Sharon Bousquet**

- Motion by Kyle Lothian for Vern Brosky III to sign the environmental abatement contract with Atlas for 1030 Monument Road, to perform an inspection regarding removal of hazardous materials, all paid for by FEMA. The motion was seconded by Ben Lowell – **APPROVED**. It was noted that the Abenaki have requested to have representation there as well to make sure nothing is disturbed.
- Motion by Kyle Lothian for Vern Brosky III to sign the BRIC grant paperwork in the amount of \$9,862.50, to look at redoing our hazard mitigation program. The motion was seconded by Ben Lowell - **APPROVED**.
- We have the results from Endyne testing done at the transfer station monitoring wells and streams. It all looks good, and it's nice to have this in writing.
- The appraisal has been completed at 28 Mill Hill Road by licensed appraiser, Larry Rutherford. It came in at \$114,000.00.
- We received a bid from First Response Labor in the amount of \$22,810.00 to deconstruct and relocate the VCMP pole barn to Transfer Station Road (sand shed vicinity). As a comparison, we have two quotes for a new building, one with concrete and one without. The board needs to decide how to proceed with this, as it needs to be moved / torn town / relocated / destroyed. More discussion needs to take place about how to move forward.
- Sharon has a few things for executive under legal and contractual.

**H. Selectboard Items**

- Kyle met with Gary Greenough, HVFD Chief, about our tanker. It has sprung a leak within the poly tank. This is 16-18 years old and slated for replacement in 2028. Gary will be making some calls to see if it is fixable or will ultimately be a catastrophic failure. The leak is minimal at this time, so just a heads up.

Motion by Ben Lowell to exit the regular Selectboard meeting @ 6:31pm. The motion was seconded by Kyle Lothian – **APPROVED**.

**I. Executive Session**

Motion by Ben Lowell to enter into executive session with Sharon Bousquet @ 6:31pm to discuss personnel, legal, and contracts, where premature general public knowledge would place the town and / or individuals involved at a substantial disadvantage. The motion was seconded by Kyle Lothian – **APPROVED**.  
Motion by Kyle Lothian to exit executive session @ 7:25pm. The motion was seconded by Ben Lowell – **APPROVED**.  
Motion by Kyle Lothian to allow Fire Chief, Gary Greenough, to enter into an agreement for storage of the old fire truck currently stored in the VCMP pole barn, in exchange for the old utility body off the fire department's utility truck. The motion was seconded by Ben Lowell – **APPROVED**.

**J. Adjournment**

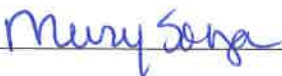
Motion by Kyle Lothian to adjourn the meeting @ 7:28pm. The motion was seconded by Merry Souza – **APPROVED**.

Respectfully submitted by:

\_\_\_\_\_  


Wendi Dusablon  
Town Clerk & Public Meetings Clerk

Minutes Approved by:

\_\_\_\_\_  


# Highgate Town Clerk's Office

HOURS – week of Aug. 12<sup>TH</sup> – 16<sup>TH</sup>

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MONDAY, AUG. 12                      **9AM – NOON**

TUESDAY, AUG. 13                      **CLOSED**  
*Polls open 7am to 7pm  
Primary Election  
@ Highgate Arena*

WEDNESDAY, AUG. 14                      **NOON – 4PM**

THURSDAY, AUG. 15                      **9AM – 4PM**

FRIDAY, AUG. 16                      **CLOSED -**  
**HOLIDAY**  
*Bennington  
Battle Day*

*\*We will resume normal hours of 9am – 4pm Monday through Thursday on Aug. 19<sup>th</sup>*



# VERMONT STATEWIDE PRIMARY

## AUGUST 13, 2024

The Primary Election will decide which candidate each party sends to the General Election in November. You will receive all three major party ballots, enter your votes on **one** ballot and return the other two unmarked ballots.



### Do you want to vote by mail?

We encourage you to request your ballot as soon as possible, to ensure that you have time to vote and return your ballot by Election Day.

You can request a ballot by visiting your **My Voter Page** ([mvp.vermont.gov](http://mvp.vermont.gov)) or by contacting your local town clerk's office.

You will receive all three major party ballots.

- Choose which party primary to vote in, and vote that ballot.
- Make sure to return the other two unmarked ballots.

When you return your ballot, make sure to leave plenty of time for mail delivery. You can always hand deliver your ballot to the Town Clerk's office during regular business hours or leave it in the secure drop box anytime.

After you return your ballot, you can check its status at your **My Voter Page**.



### Do you want to vote in person?

Make sure you are registered and your address is up to date (and find your polling place!) by checking your **My Voter Page**.

You can always register to vote in-person at the polls on the day of the election. Bring your ID with you to ensure a quick registration.

If you requested an absentee ballot but decided to vote in-person, bring your ballot with you on election day.



# MVP: My Voter Page

Your resource for all things voting in Vermont!

- Check your registration status
- Update your address and contact info
- Request an absentee ballot
- Check your absentee ballot status
- Find contact info for your Town Clerk
- Find your polling location
- View a sample ballot
- New in October! Access your General Election Voter Guide!



**NEW!**

[mvp.vermont.gov](http://mvp.vermont.gov)



# **PRIMARY ELECTION**

**TUESDAY, AUGUST 13<sup>TH</sup>**

**7AM - 7PM**

**HIGHGATE ARENA**

**ABSENTEE BALLOTS ARE AVAILABLE**

**CONTACT WENDI @ 802-868-5002**

**WDUSABLON@HIGHGATEVT.ORG OR STOP BY THE OFFICE**



101106  
HIGHGATE  
FRANKLIN-5

**CAUTION: Vote in One Party Only Or Your Ballot Will Be Void**

**PROGRESSIVE PARTY**

**OFFICIAL VERMONT PRIMARY ELECTION BALLOT**

**August 13, 2024**

**INSTRUCTIONS TO VOTERS**

- Use BLACK Pen to fill in the oval. **DO NOT USE PENCIL.**
- To vote for a person whose name is printed on the ballot, fill in the oval to the right of the name of that person.
- To vote for a person whose name is not printed on the ballot, write the person's name in the blank space provided and fill in the oval to the right of the write-in line. Please use BLOCK letters and stay within the box provided for write-ins.
- Do not vote for more candidates than the "VOTE for NOT MORE THAN #" for an office.
- If you make a mistake, tear, or deface the ballot, return it to an election official and obtain another ballot. **DO NOT ERASE.**

<b>FOR U.S. SENATOR</b> Vote for not more than ONE	<b>FOR STATE TREASURER</b> Vote for not more than ONE	<b>FOR STATE SENATOR</b> Vote for not more than TWO
(Write-in) <input type="radio"/>	<b>TIM MACIEL</b> BRATTLEBORO <input type="radio"/>	(Write-in) <input type="radio"/>
<b>FOR REPRESENTATIVE TO CONGRESS</b> Vote for not more than ONE	(Write-in) <input type="radio"/>	(Write-in) <input type="radio"/>
(Write-in) <input type="radio"/>	<b>FOR SECRETARY OF STATE</b> Vote for not more than ONE	<b>FOR STATE REPRESENTATIVE</b> Vote for not more than TWO
(Write-in) <input type="radio"/>	(Write-in) <input type="radio"/>	(Write-in) <input type="radio"/>
<b>FOR GOVERNOR</b> Vote for not more than ONE	<b>FOR AUDITOR OF ACCOUNTS</b> Vote for not more than ONE	(Write-in) <input type="radio"/>
<b>MARIELLE BLAIS</b> BRANDON <input type="radio"/>	<b>LINDA GRAVELL</b> WATERBURY <input type="radio"/>	<b>FOR HIGH BAILIFF</b> Vote for not more than ONE
(Write-in) <input type="radio"/>	(Write-in) <input type="radio"/>	(Write-in) <input type="radio"/>
<b>FOR LIEUTENANT GOVERNOR</b> Vote for not more than ONE	<b>FOR ATTORNEY GENERAL</b> Vote for not more than ONE	
<b>ZORAYA HIGHTOWER</b> BURLINGTON <input type="radio"/>	<b>ELIJAH BERGMAN</b> DANBY <input type="radio"/>	
(Write-in) <input type="radio"/>	(Write-in) <input type="radio"/>	



101106  
HIGHGATE  
FRANKLIN-5

CAUTION: Vote in One Party Only Or Your Ballot Will Be Void

**DEMOCRATIC PARTY**

**OFFICIAL VERMONT PRIMARY ELECTION BALLOT**

August 13, 2024

**INSTRUCTIONS TO VOTERS**

- Use BLACK Pen to fill in the oval. **DO NOT USE PENCIL.**
- To vote for a person whose name is printed on the ballot, fill in the oval to the right of the name of that person.
- To vote for a person whose name is not printed on the ballot, write the person's name in the blank space provided and fill in the oval to the right of the write-in line. Please use BLOCK letters and stay within the box provided for write-ins.
- Do not vote for more candidates than the "VOTE for NOT MORE THAN #" for an office.
- If you make a mistake, tear, or deface the ballot, return it to an election official and obtain another ballot. **DO NOT ERASE.**

FOR U.S. SENATOR Vote for not more than ONE	FOR STATE TREASURER Vote for not more than ONE	FOR STATE SENATOR Vote for not more than TWO
<b>BERNIE SANDERS</b> BURLINGTON <input type="radio"/>	<b>MIKE PIECIAK</b> WINOOSKI <input type="radio"/>	(Write-in) <input type="radio"/>
(Write-in) <input type="radio"/>	(Write-in) <input type="radio"/>	(Write-in) <input type="radio"/>
FOR REPRESENTATIVE TO CONGRESS Vote for not more than ONE	FOR SECRETARY OF STATE Vote for not more than ONE	FOR STATE REPRESENTATIVE Vote for not more than TWO
<b>BECCA BALINT</b> BRATTLEBORO <input type="radio"/>	<b>SARAH COPELAND HANZUS</b> BRADFORD <input type="radio"/>	(Write-in) <input type="radio"/>
(Write-in) <input type="radio"/>	(Write-in) <input type="radio"/>	(Write-in) <input type="radio"/>
FOR GOVERNOR Vote for not more than ONE	FOR AUDITOR OF ACCOUNTS Vote for not more than ONE	FOR HIGH BAILIFF Vote for not more than ONE
<b>ESTHER CHARLESTIN</b> MIDDLEBURY <input type="radio"/>	<b>DOUG HOFFER</b> BURLINGTON <input type="radio"/>	<b>NICHOLAS A. BROSSAU</b> SWANTON <input type="radio"/>
<b>PETER K. DUVAL</b> UNDERHILL <input type="radio"/>	(Write-in) <input type="radio"/>	(Write-in) <input type="radio"/>
(Write-in) <input type="radio"/>	FOR ATTORNEY GENERAL Vote for not more than ONE	
FOR LIEUTENANT GOVERNOR Vote for not more than ONE	<b>CHARITY R. CLARK</b> WILLISTON <input type="radio"/>	
<b>THOMAS RENNER</b> WINOOSKI <input type="radio"/>	(Write-in) <input type="radio"/>	
<b>DAVID ZUCKERMAN</b> HINESBURG <input type="radio"/>		
(Write-in) <input type="radio"/>		

101106  
HIGHGATE  
FRANKLIN-5

**CAUTION: Vote in One Party Only Or Your Ballot Will Be Void**

**REPUBLICAN PARTY**

**OFFICIAL VERMONT PRIMARY ELECTION BALLOT**

**August 13, 2024**

**INSTRUCTIONS TO VOTERS**

- Use BLACK Pen to fill in the oval. **DO NOT USE PENCIL.**
- To vote for a person whose name is printed on the ballot, fill in the oval to the right of the name of that person.
- To vote for a person whose name is not printed on the ballot, write the person's name in the blank space provided and fill in the oval to the right of the write-in line. Please use BLOCK letters and stay within the box provided for write-ins.
- Do not vote for more candidates than the "VOTE for NOT MORE THAN #" for an office.
- If you make a mistake, tear, or deface the ballot, return it to an election official and obtain another ballot. **DO NOT ERASE.**

<p><b>FOR U.S. SENATOR</b> Vote for not more than ONE</p>	<p><b>FOR STATE TREASURER</b> Vote for not more than ONE</p>	<p><b>FOR STATE SENATOR</b> Vote for not more than TWO</p>
<p><b>GERALD MALLOY</b> <input type="radio"/> <small>WEATHERSFIELD</small></p> <p>(Write-in) <input type="radio"/></p>	<p><b>JOSHUA BECHHOEFER</b> <input type="radio"/> <small>CORNWALL</small></p> <p>(Write-in) <input type="radio"/></p>	<p><b>RANDY BROCK</b> <input type="radio"/> <small>SWANTON</small></p> <p><b>ROBERT W. NORRIS</b> <input type="radio"/> <small>FELDON</small></p>
<p><b>FOR REPRESENTATIVE TO CONGRESS</b> Vote for not more than ONE</p>	<p><b>FOR SECRETARY OF STATE</b> Vote for not more than ONE</p>	<p>(Write-in) <input type="radio"/></p> <p>(Write-in) <input type="radio"/></p>
<p><b>MARK COESTER</b> <input type="radio"/> <small>WESTMINSTER</small></p> <p>(Write-in) <input type="radio"/></p>	<p><b>H. BROOKE PAIGE</b> <input type="radio"/> <small>WASHINGTON</small></p> <p>(Write-in) <input type="radio"/></p>	<p><b>FOR STATE REPRESENTATIVE</b> Vote for not more than TWO</p>
<p><b>FOR GOVERNOR</b> Vote for not more than ONE</p>	<p><b>FOR AUDITOR OF ACCOUNTS</b> Vote for not more than ONE</p>	<p><b>LISA A. HANGO</b> <input type="radio"/> <small>BERKSHIRE</small></p> <p><b>WAYNE A. LAROCHE</b> <input type="radio"/> <small>FRANKLIN</small></p>
<p><b>PHIL SCOTT</b> <input type="radio"/> <small>BERLIN</small></p> <p>(Write-in) <input type="radio"/></p>	<p><b>H. BROOKE PAIGE</b> <input type="radio"/> <small>WASHINGTON</small></p> <p>(Write-in) <input type="radio"/></p>	<p>(Write-in) <input type="radio"/></p> <p>(Write-in) <input type="radio"/></p>
<p><b>FOR LIEUTENANT GOVERNOR</b> Vote for not more than ONE</p>	<p><b>FOR ATTORNEY GENERAL</b> Vote for not more than ONE</p>	<p><b>FOR HIGH BAILIFF</b> Vote for not more than ONE</p>
<p><b>JOHN S. RODGERS</b> <input type="radio"/> <small>GLOVER</small></p> <p><b>GREGORY M. THAYER</b> <input type="radio"/> <small>RUTLAND CITY</small></p> <p>(Write-in) <input type="radio"/></p>	<p><b>H. BROOKE PAIGE</b> <input type="radio"/> <small>WASHINGTON</small></p> <p>(Write-in) <input type="radio"/></p>	<p>(Write-in) <input type="radio"/></p>