

# TOWN OF HIGHGATE

## Selectboard Meeting

Thursday, August 16, 2018 @ 7pm

### Approved Minutes

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

6:30pm – the Selectboard met in executive session for personnel @ 6:30pm.

Present: Sharon Bousquet, Steve LaFar, Josh LaRocque, Randy Connelly and Rob Sweet.

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

The meeting was called to order by Sharon Bousquet, Chair @ 7:02pm, followed by the Pledge of Allegiance.

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

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

**Public / Other:** Alice S. Cota; Woody Rouse; Vern Brosky III; Ty Choiniere; Rob Sweet; Philip “Butch” Brosseau; Mike Keyser; Kellie Uzell

#### **B. Public Comment**

- Sue Cota updated the board on Monument Road. The State has been on site again and they plan to remove trees and wrap the bank.
- Kellie Uzell wanted clarification on letters she had recently received from the town regarding HVFD and meeting times / dates.
- Mike Keyser is a resident of Tarte Road and has serious concerns with speed and overall stupidity being displayed on Tarte and Parent Roads. He has several grandchildren that play outside and would like the issues he is seeing to be addressed before anyone is injured or worse. The weekends are the worst time as well as after dark, but he has seen this as early as 9am. The board will reach out to FCSO with the details and request increased patrols.

#### **C. Recreation Commission Update**

##### **1. New Director – Rob Sweet**

Sharon introduced our new Recreation Director, Rob Sweet. Rob grew up in Highgate and is currently a resident of Swanton. He would like to see programs in Highgate that people from all over the county will want to attend. The new website was just launched – [www.highgaterec.org](http://www.highgaterec.org) – where you can register and pay for programs. Sharon asked about programs for adults as well. Rob is working on programs for adults, seniors and people of all ages and abilities. There was discussion on having an ATM at the arena location and the liability involved with that. Rob has been working on a new logo with the Recreation Commission and it needs Selectboard approval. Motion by Randy Connelly to approve the new logo for Highgate Recreation. The motion was seconded by Josh LaRocque – **APPROVED**. A changing table station has been ordered for the men’s restroom at the arena. A painter is coming to work on the inside. Rob’s goal is to work on the lobby next year. Rob wants to hear everyone’s ideas with regard to programs in Highgate – he has

already heard requests for zumba, dances, volleyball and more. He will potentially partner with the school for some programs and use their facility as well. Stop by the arena facility to see Rob or he can be reached by phone or email, **868-4406** [recdirector@highgatevt.org](mailto:recdirector@highgatevt.org).

**2. Tractor Lease Update**

This will not be a lease, it will be a purchase with a loan repayment plan, which was budgeted for. We have received quotes locally on five different tractors. A sub-committee has been formed. Ty read through the criteria they are looking for. This tractor will be used for the sidewalk clearing also. The sub-committee (Ty Choiniere, Mark Gilbert, Brian Spears and Butch Brosseau) will have a proposal for the board in September. Based on what was budgeted, the payments will be around \$580.00 per months over a five year term. There was discussion on storage for the tractor and the Machia property is a possible location because the town garage is tight on space.

**3. Misc. Updates**

- Ty updated the board on other events coming up at the arena, including the Whitetails Unlimited banquet on Sept. 8<sup>th</sup>. A catering permit has been submitted to the state for approval to serve alcohol through a licensed caterer. There will be a designated smoking area and Ray with Whitetails has arranged for security. Motion by Josh LaRocque to approve this event with a licensed bartender. The motion was seconded by Steve LaFar – **APPROVED**.
- Water samples at the arena are done quarterly. Pat and Andy used to do this and a class needs to be taken. Rob, Butch and Nick should all take the class. Shelley will look into it.

**D. Treasurer Updates – Shelley Laroche**

**1. Check Warrants**

There were no questions on the check warrants.

**2. Misc. Updates**

- The auditors will be here next week. The fixed assets inventory should also be completed next week while they are here.
- Heidi and Shelley have been looking at and discussing our solar credits. We need more information because the credits are not as high as we had hoped, but we have seen a savings of \$4,700.00 since February on all the buildings combined (arena, library and town offices). We need a better understanding of how we are billed and where the numbers are coming from. It was noted that damage has been done to the panels on Frontage Road.

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

**1. Minutes**

Motion by Josh LaRocque to approve the minutes from August 2, 2018, as written. The motion was seconded by Randy Connelly – **APPROVED**.

Motion by Josh LaRocque to approve the minutes from July 31, 2018, as written. The motion was seconded by Steve LaFar – **APPROVED**.

**2. Recap State Primary Election – Aug. 14<sup>th</sup>**

We had a low turnout in Highgate – 385 voters = 18% voter turnout on Aug. 14<sup>th</sup>. There were three ballots and many candidates. Thank you to Shelley and the JPs (John, Clarence, Connie and Anne) for your help throughout the day and after the polls closed. Full results can be found on the Vermont Secretary of State's website and the link is posted on the town website as well as the town's FaceBook page. We are now moving on to the State General Election on Tuesday, Nov. 6<sup>th</sup>.

### 3. **Nov. 6<sup>th</sup> General Election – security**

There have been concerns raised over having this election at the school while school is in session and the children are in the building. We have no other facility to hold such a large election in, the town office is too small and parking is inadequate. The school has priced out having FCSO on site for security for the entire day - \$650.00. The Selectboard is willing to split the cost with the school. Wendi will relay this on to Jessica Paquette at Highgate Elementary School.

### 4. **Misc. Updates**

- Household Hazardous Waste Day in Highgate is Saturday, Aug. 25<sup>th</sup> from 8am – 2pm at the sand shed location on Transfer Station Road. Accepted materials are posted on the website, FaceBook page or by contacting NWSWD or the town.
- Gore Road will be partially closed during the day from Tarte Road to Cassidy Road on Aug. 21<sup>st</sup>, 22<sup>nd</sup> and 23<sup>rd</sup>. This has been posted so residents can plan accordingly.
- There are two more Summer Sounds concerts left this season – Aug. 19<sup>th</sup> and Aug. 26<sup>th</sup>. Always in the town park, always at 7pm and always FREE!

## F. **Administrator Items**

### 1. **Project Updates**

Mill Hill paving has been secured and trucking will begin around Aug. 23<sup>rd</sup>. The dam project is complete and they will be pulling out the road they used to get in. There will be 200 cubic yards of material that we can use for other projects around town. The dam is functioning, we just need some rain! The end of Tarte Road culvert project and the Rainville project will be happening at the same time in conjunction with the partial road closure on Gore Road. Chris Reed will be assisting with his excavator and we may need to hire another trucker. Shelley left paperwork for Butch in his office that he will need to hire temporary help. We did advertise for temporary drivers and no one applied. Two people have stepped forward to help. The airport planning grant will be submitted soon. The ADA project will be moving forward. We are within the acceptable limits for metals for the sediment taken out of the tanks. We can submit this and finally move forward with the project and put it out to bid. Heidi has the plans in her office and also brought a copy to this meeting tonight. This project includes the front entrance, back entrance, bathrooms, signage, doorways and parking spaces. Laz Scangas will be serving as the construction inspection clerk of the works on this project and we will be looking for a committee to see the project to completion. Sharon would be interested in serving on this committee. The dehumidifier at the arena is due to be delivered and hooked up the week of Aug. 27<sup>th</sup>. There was discussion on the end date of the project. Sept. 14<sup>th</sup> is the absolute latest date, but the latest email says Sept. 17<sup>th</sup>. We need to connect with John Meade on the firm date. The Frontage Road grant needs to be signed. This is for ditching and culvert work. Motion by Josh LaRocque to authorize Heidi to sign the Frontage Road grant. The motion was seconded by Steve LaFar – **APPROVED**. Our expenses for the Hanna Road project (water quality) are covered in a grant through NRPC. The town's match can be in-kind labor and equipment. Motion by Josh LaRocque to approve the grant for the Hanna Road project. The motion was seconded by Randy Connelly – **APPROVED**. It was mentioned at the last meeting that we did not get the hydro seeder grant – YES, we did. There was some confusion about the PACIF grant and what was going to be purchased, but we are getting the hydro seeder as well as the security cameras. Butch has gotten three quotes: Milton Rental \$5,878.00; Essex Rental \$6,670.00; Taylor Rental \$5,800.00. Butch was unsure about the freight on the Taylor quote. All of them have 11.7 horse motors with

a 350 gallon tank. Butch would prefer to purchase this from Milton Rental. The grant is \$5,200.00 with a \$1,300.00 match. Motion by Josh LaRocque to purchase the hydro seeder from Milton Rental for \$5,878.00. The motion was seconded by Randy Connelly – **APPROVED**. We have been awarded phase one funding for the FEMA Hazard Mitigation grant which covers the design at the transfer station. We still do not have a contract. The PACIF grant for cameras and the storage shed at the arena has been submitted.

**2. VLCT Annual Meeting**

October 3<sup>rd</sup> in Burlington – they want to hear from member towns.

**3. Leadership Conference**

A scholarship is available for this to get young leaders motivated.

**4. Tanglewood Drive Speed Study**

A study was completed for 24 hours and they went back to an area that was of more concern. Vern Brosky III feels they came back at lunch time during a time when no one was there. A true measure would have been morning and evening commute times. Motion by Josh LaRocque to lower the speed limit to 25mph. The motion was seconded by Randy Connelly – **APPROVED**. Butch will order the new signs. There was discussion on placement of the signs. Heidi noted that FCSO encourages residents to call them directly when they see things happening. It is good to let the town know as well, it is good information for us to have, but residents are always encouraged to contact FCSO directly, 524-2121. Ty wonders if FCSO even knows if the Shipyard public beach area is there. He would like to see that area put on their radar as well.

**5. Outreach Opportunity**

We have two empty seats on the Planning Commission, as well as one NRPC seat and a deputy health officer position. We would like to fill all of these positions. Heidi proposed an insert in the tax bill mailing to get community members involved.

**6. Village Core Surveys**

VCMP is circulating surveys – paper copies as well as an online version. They are looking for local input on what we want to see in our village core. Surveys are due back by Sept. 7<sup>th</sup>.

**G. Selectboard Items**

**1. 911 Road Naming Policy for Signature**

This has not been retyped yet – it will be on the next agenda.

**2. Paving Bids**

A motion was made on 8/9/18 to accept Pike's bid to pave Mill Hill.

**3. Misc. Updates**

- Road side cleanup projects have been going well with Alex Airoidi's group from the Department of Corrections. Sharon has reached out to other towns to see if they would like to collaborate on a tire pick up event.
- Fish & Wildlife owns property on either side of the Cherry Hill property that was recently for sale but no bids were made. Sharon has reached out to F&W to see if they are interested in the Cherry Hill parcel.
- Sharon apologized to the public for losing her temper at the Aug. 2<sup>nd</sup> meeting. It upset her that an insinuation was made and she should have handled it better.
- Ty found some tires while cleaning up at the canoe access location. He is looking for direction on what to do with them. We have other tires stored at the Frontage Road property.

- Woody asked about the tri-board meeting (PC, DRB, SLB) and when that will happen. Possibly at the September PC meeting, more info to come.
- Josh LaRocque will be scheduling a meeting with the Secretary of Education through Gov. Scott. Josh spoke to Gov. Scott about ACT46 and what it means in our community and asked for his help. He was very receptive to what Josh had to say and seemed to genuinely care about our town. This meeting will include School Board members to discuss our concerns before ACT46 is thrust upon us. ACT46 will affect our tax rate as well as our assets.

Motion by Josh LaRocque to exit the regular meeting @ 8:33pm. The motion was seconded by Steve LaFar – **APPROVED.**

**H. Executive Session**

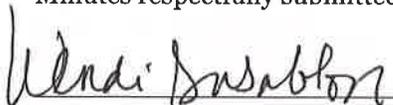
Motion by Josh LaRocque to enter into executive session @ 8:34pm with Ty Choiniere, Rob Sweet and Heidi Britch-Valenta to discuss personnel, where premature general public knowledge would place the town and/or the individuals involved at a substantial disadvantage. The motion was seconded by Steve LaFar – **APPROVED.**

Motion by Josh LaRocque to exit executive session @ 10:09pm. The motion was seconded by Steve LaFar – **APPROVED.**

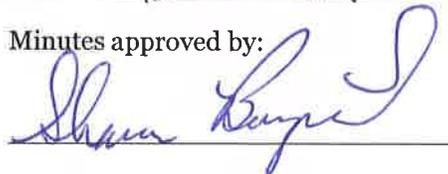
**I. Adjournment**

Motion by Steve LaFar to adjourn the meeting @ 10:10pm. The motion was seconded by Randy Connelly – **APPROVED.**

Minutes respectfully submitted by:

 \_\_\_\_\_ Wendi Dusablon – Town Clerk & Public Meetings Clerk

Minutes approved by:

 \_\_\_\_\_ Sharon Bousquet - Chair, Highgate Selectboard