

TOWN OF HIGHGATE

Selectboard Meeting

Thursday, August 2, 2018 @ 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 @ 7:03pm, 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; *absent* – *Heidi Britch-Valenta- Town Administrator*

Public / Other: Kellie Uzell; Michael Frett – St. Albans Messenger; Woody Rouse; Debbie Rouse; Ty Choiniere; Evangeline LaRocque

B. Public Comment

- Debbie Rouse had comments about putting a bandstand in the Highgate Falls Park. She disagrees with placing it there for several reasons. Kellie Uzell said that sponsors would be lost if the concerts are moved away from their current location. Their comments will be taken under advisement.
- Ty asked if there had been a meeting scheduled between the School Board and the Selectboard regarding ACT46. Sharon has reached out but no date has been set. It will be warned once it is scheduled. Josh has reached out to our representatives as well.

C. Public Works Department – Updates

- **New Director** – The Selectboard has hired *Philip “Butch” Brosseau* as our new Public Works Director. This has been a big week for Butch – a new job and he turned 60 today – so Happy Birthday Butch and CONGRATULATIONS!
- **Paving Bids** – We have two sealed paving bids that were received by the deadline. This project is to pave ¼ mile on Mill Hill. **Pike’s bid:** 736 tons @ \$87.50 per ton = \$64,400.00. This is for a 2.5” base and 1.5” overlay. **Hungerford’s bid:** 355 tons @ \$98.60 per ton = \$35,003.00. This is for ½” shim and 1.5” overlay. Josh would like to get Butch’s input before making a decision. Motion by Josh LaRocque to **TABLE** this until the bids have been reviewed by the new Public Works Director. The motion was seconded by Randy Connelly – **APPROVED**.
- Ty Choiniere asked about the hydro seeder and if that has been purchased. Those grant funds (PACIF) are now being used for the security camera system.
- Shelley is looking into options with sim cards and cell phones for the Public Works Department. Butch and Nick each have their personal phones and the department has an iPhone 6 Plus. Butch finds it too large and only wants to carry one phone with him.

D. Town Treasurer Updates – Shelley Laroche

- **Check Warrants** – There were no questions on the check warrants.
- **Mill Hill** – Reg from Swanton Village was in today and would like Josh and Butch to touch base with him on how much stone we need to build up Mill Hill. The dam project is almost complete and there has been some damage to the road, as expected.
- **Canon Copier / Printer Bid** – This bid was accepted at the last meeting. Motion by Randy Connelly to authorize Shelley Laroche to sign this contract. The motion was seconded by Josh LaRocque – **APPROVED.**
- **St. Albans Central Dispatch Contract** – This is the same standard bill that we have received the last several years. There were questions about the cell tower and dispatch being added to it. This contract is being received late by a month. Shelley will touch base with them and discuss pro-rating on a month-to-month basis. Randy would like to do our due diligence and get pricing from other services. Woody Rouse questioned why we have to pay for dispatching services for ambulance services. Shelley will pull the check and reach out to other services (Middlebury, Shelburne, Newport) about pricing. Kellie Uzell believes that having a local service makes a difference by knowing the area and pronouncing road names correctly.
- **FY2018/2019 Tax Rates** - Motion by Josh LaRocque to approve the FY2018/2019 Tax Rates for the Town of Highgate as follows: *Residential 1.5847 / Non-Residential \$1.7914*. The motion was seconded by Randy Connelly – **APPROVED.** Complete breakdown of these approved rates is below:

Town of Highgate, VT

2018-2019 Tax Rates

<u>RESIDENTIAL</u>	<u>NON-RESIDENTIAL</u>
Education 1.2523	Education 1.4590
General Fund 0.1120	General Fund 0.1120
Highway Fund 0.1401	Highway Fund 0.1401
Capital Improvement Plan 0.0697	Capital Improvement Plan 0.0697
Town Mtg. Articles 5 & 6 0.0081	Town Mtg. Articles 5 & 6 0.0081
Veterans Exemptions 0.0025	Veterans Exemptions 0.0025
TOTAL RESIDENTIAL TAX RATE 1.5847	TOTAL NON-RESIDENTIAL TAX RATE 1.7914

2018-2019 tax rates approved by the Highgate Selectboard August 2, 2018
Common Level of Appraisal (CLA) = 108.29%
last updated December 21, 2017

E. Town Clerk Updates – Wendi Dusablon

- **Minutes** – Motion by Steve LaFar to approve the minutes from July 19, 2018 Executive Session, as written. The motion was seconded by Josh LaRocque – **APPROVED**. Motion by Josh LaRocque to approve the minutes from July 19, 2018 Special Town Meeting, as written. The motion was seconded by Steve LaFar – **APPROVED**. Motion by Josh LaRocque to approve the minutes from July 19, 2018 Regular Meeting, as written. The motion was seconded by Steve LaFar – **APPROVED**.
- **MAHA Cornhole Tournament** – Sept. 15th @ Highgate Sports Arena. Check in will begin at 2pm. This will be a double elimination tournament - \$40.00 per team – players must be 18 years or older. MAHA will be offering a BBQ and there will also be raffles. They would like to have a cash bar with a licensed caterer again this year and there will be a designated outdoor smoking area. Motion by Josh LaRocque to approve this event with a catered bar and to have MAHA organize some law enforcement check-ins, at least hourly, throughout the event. Any costs associated with law enforcement check-ins will be at the expense of MAHA. The motion was seconded by Steve LaFar – **APPROVED**. Josh asked if the facility rental is being donated to MAHA. Ty isn't sure, but they do have a meeting on Aug. 7th.
- **State Primary Election** – Aug. 14th from 7am – 7pm at Highgate Elementary School. The town offices will be closed on this day. Absentee ballots are available now.
- **Fall Sports Sign-ups** – Highgate Parks & Recreation has a new website – WWW.HIGHGATEREC.ORG. This site allows online registration for activities and programming. Josh would like to have Rob Sweet, Recreation Director, at the next Selectboard meeting. Ty added that they are looking for volunteers to coach and ref. Currently you can register for the following programs:
Archery – ages 8-14 – two sessions available max. of 15 kids per session – register by Aug. 8th
Soccer – grades PreK – 4th – register by Aug. 18th
Cross Country – grades 1st – 6th – register by Aug. 25th

F. Administrator Items – Heidi Britch-Valenta

Heidi is not present this evening.

G. Selectboard Items

- **Land Trust Deed** – Anytime a property is put into land trust it comes before the board for approval because it does change the grand list and the tax base. This request is for S&B Bessette Dairy. Motion by Josh LaRocque to approve this request. The motion was seconded by Steve LaFar – **APPROVED**.
- **911 Road Naming Policy** – This policy has been on the books, but was never signed or dated. Motion by Steve LaFar to approve, date and sign it. The motion was seconded by Randy Connelly – **APPROVED**.
- **Park Yard Sale Request** – This request is from Mrs. Sibenaller to use the town park for a yard sale on Aug. 11th from 8am – 4:30pm. Some proceeds will be donated to the Highgate PTKO. Sharon read the request aloud. There was discussion on this starting a flood of requests to use the town park. There is no guarantee of what is being sold or how much money will be donated. In the past only non-profit organizations have used the park for such events. Motion by Randy Connelly to **DENY** this request. The motion was seconded by Josh LaRocque – **APPROVED**.

• **Misc. Projects Updates**

- ~ The dam project is coming along nicely and should be done in mid-August. Reg from Swanton Village has done a nice job keeping us in the loop.
- ~ The dehumidifier project at the arena is on track.
- ~ The ATV ordinance is in effect and people are being pulled over. The ordinance is available at www.highgatevt.org.
- ~ The ADA construction project is continuing in phase II. Metals were found outside in the ground by the waste water tank. Nothing is leaking but it could possibly be from the cemetery. Further testing is needed before the project can move forward.
- ~ Bridge 25 on Machia Road is coming along very well. It will not be completed this year. The steel will not be coming until November, so this will continue into 2019 and be completed in July 2019.
- ~ Lamoille Valley Rail Trail is upgrading through Highgate. Abutting property owners have been notified of permitting requests and progress.
- ~ The project on Mill Hill will start after the dam project is complete. This will be a busy project for the public works department.
- ~ The traffic ordinance needs to be amended to add Meadow Lane and Boone Drive as town roads. The board would like more time to review it so it will be tabled until the next meeting on Aug. 16th.
- ~ August 9th has been proposed as a date to have a joint meeting between the Selectboard, DRB and Planning Commission. This is the same night as the school board meeting. All felt the school board meeting was more important. The joint meeting will have to be rescheduled for a different night.
- ~ Ty noted that the work crew through probation and parole with Alex Airoidi will be cleaning up the area of the canoe portage. This will make the area safer and more inviting. There are lighting concerns there as well but there is no power on that side of the river. Ty will be looking at solar options and funding possibilities.

H. Upcoming Events

Aug. 2 - 5		Franklin County Field Days
Aug. 9	6pm	DRB Mtg. - CANCELLED
Aug. 14	7am-7pm	State Primary Election @ Highgate Elem. - Town Offices are CLOSED
Aug. 16	7pm	Selectboard Mtg.
Aug. 21	6pm	Planning Comm. Mtg.
Aug. 25	8am-2pm	Hazardous Waste Collection Day @ sand shed Transfer Station Rd.

Summer Sounds Concerts – Aug. 12th, Aug. 19th and Aug. 26th

Motion by Steve LaFar to exit the regular meeting @ 7:54pm. The motion was seconded by Josh LaRocque – **APPROVED.**

I. Executive Session

Motion by Josh LaRocque to enter into executive session @ 7:55pm with Kellie Uzell and Shelley Laroche to discuss personnel and legal where premature general public knowledge would place the town or the individuals involved at a substantial disadvantage. The motion was seconded by Randy Connelly – **APPROVED.** Motion by Steve LaFar to exit executive session @ 9:29pm. The motion was seconded by Josh LaRocque – **APPROVED.**

J. Adjournment

Motion by Josh LaRocque to adjourn the meeting @ 9:30pm. The motion was seconded by Randy Connelly – **APPROVED.**

Minutes respectfully submitted by:

Wendi Dusablon Wendi Dusablon – Town Clerk & Public Meetings Clerk

Minutes approved by:

Sharon Bousquet Sharon Bousquet - Chair, Highgate Selectboard