

TOWN OF HIGHGATE

Selectboard Meeting

Thursday, September 20, 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 Joshua LaRocque, Vice Chair @ 7:03pm, followed by the Pledge of Allegiance.

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

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; Claudine Deslandes; Woody Rouse; Debbie Rouse; Richard J. Noel; Ty Choiniere; Mark Gilbert; Charen Fegard

B. Public Comment

- Debbie Rouse asked if the parks being mowed on Sunday morning was overtime for the Public Works Department. No, the parks being mowed is done separately from Public Works.
- Ty followed up on a discussion from earlier this year about the candidates for Sheriff and having a public candidate forum in Highgate. The board agreed this would be a good idea if we can pull something together. Josh will reach out to the candidates.
- Ty also updated the board that the canoe portage on Route 207 was cleaned up by the work crew through probation and parole and they did an amazing job. Ty also asked a FCSO deputy on duty recently to keep an eye out in that area, based on some things that were found during the clean-up effort.

C. CVOEO – Robert Ostermeyer

Mr. Ostermeyer was not present.

D. Treasurer Updates – Shelley Laroche

1. Check Warrants

There were no questions on the check warrants.

2. Misc. Updates

- Public Works has gotten two quotes on salt and they are asking the Selectboard to go with Cargill at \$82.77 per ton, vs. the salt through the state contract. They feel this salt will be of better quality and came in cheaper than the state contract price. Motion by Bruce Butler to sign a contract with Cargill for salt. The motion was seconded by Steve LaFar – **APPROVED**. Cargill can guarantee us 300 ton. We requested an additional 62 ton, which can't be guaranteed, but we will know more once the winter season is here. We have received three quotes to replace the knuckle on the backhoe. CRW \$3,600.00; Nortrax \$3,284.00; Beaugard

\$3,077.00. Motion by Steve LaFar to go with the Beauregard quote of \$3,077.00. The motion was seconded by Bruce Butler – **APPROVED.**

- The mower is finished and we have received the bill from Richard King. The mower can be picked up any time. We may need to hire some outside help to finish the roadside mowing, as the crew is still short-handed and are working to finish up many projects. They will also start trucking sand very soon. The cost to repair the mower came in just under \$1,400.00.
- The auditors will be back tomorrow to finish up this year's audit.

E. Town Clerk Updates – Wendi Dusablon

1. Minutes

Motion by Bruce Butler to approve the minutes from September 6, 2018, as written. The motion was seconded by Steve LaFar – **APPROVED.**

2. General Election – Nov. 6

Absentee ballots are now available for the Nov. 6 General Election. Contact Wendi at 868-5002 or wdusablon@highgatevt.org. You can also vote in the office when you come in to pay your taxes ☺.

3. Public Works Department Positions

Application packets are due by Friday, Sept. 28 @4:30pm. We have one full time Public Works Laborer position open, and temporary seasonal help. Contact the town office or stop by with any questions. The info is also available on the town's website www.highgatevt.org under "announcements".

F. Administrator Items – Heidi Britch Valenta

1. ADA Compliance Project – Brownsfields Funds Application

We have been in an environmental review and there is a proposal for additional testing in the Selectboard packet. The cost is \$15,000.00. Brownsfields funds are not eligible for this. Heidi will try to find another funding source to cover it. The KAS proposal can be approved but we can't move forward until we have a funding source. The contamination is not coming from the building, a likely source is the cemetery. The contamination is showing slightly elevated levels of lead, chromium and arsenic. Motion by Bruce Butler to conditionally accept the proposal from KAS, conditional upon finding a funding source. The motion was seconded by Steve LaFar – **APPROVED.**

2. Refuge Land Donation

Mrs. Coates will be donating this privately owned land off Monument Road to Fish & Wildlife and it will be protected. Ty asked how this will affect the grand list and if the Selectboard's comments will have any bearing on this transaction. Motion by Bruce Butler to accept this pending transaction. The motion was seconded by Steve LaFar – **APPROVED.**

3. PACIF Grant Awarded – MEI Proposal for Acceptance

The PACIF grant was approved and we were awarded. The bid from MEI to do the camera work in the office can be done in late October – early November. Motion by Steve LaFar to sign the MEI contract. The motion was seconded by Bruce Butler – **APPROVED.**

4. FEMA Grant – GeoDesign Contract for Transfer Station Stabilization

This is for phase one work for the design at the transfer station and will take us up to construction. This was not put out to bid because when we applied we had to find someone to help us submit the information and GeoDesign was selected. Motion by Bruce Butler to approve the GeoDesign contract. The motion was seconded by Steve LaFar – **APPROVED.**

5. Misc.

- The Transportation Alternatives Grant would give us an opportunity to look at the trail above the canoe portage route. Heidi spoke to the Northern Forest Canoe Trail group and they may have a better funding option for this project. There was discussion on pros and cons of having a gate at the location also.
- There will be a meeting here on Oct. 15 @ 6pm with VTrans to discuss the Vermont Aviation Systems Plan at the Franklin County State Airport.
- Paving for Mill Hill would happen too late this year so we have asked for an extension with the grant. We are approved for the extension until June 30. Pike will do the work for the same price as was quoted for this year. The Public Works Department would also like them to pave Gore Road to the arena and Carter Hill from Hempyard Road to Lime Kiln Road. Richard Noel pointed out that this year's paving bids weren't an apples to apples comparison and that the tonnage price is what we based it on. The methodologies for the quotes were different.

G. Selectboard Items

1. **MVR Services Agreement for signature**

This contract is a result of the vote at Town Meeting but the paperwork has not been executed yet. Motion by Bruce Butler to sign the MVR contract. The motion was seconded by Steve LaFar – **APPROVED**.

2. **Misc.**

- Richard Noel has come forward and would like to join the Planning Commission, which currently has two vacant seats. He attended the PC meeting on Tuesday and he is here this evening as well. Motion by Steve LaFar to appoint Richard J. Noel to the Highgate Planning Commission. The motion was seconded by Bruce Butler – **APPROVED**. There was discussion on the term length. PC terms are three years each, but it will depend on who Richard is replacing and Wendi will look into that. The PC meets once per month and play a very important role in our town. There is still one vacancy left on this board if anyone is interested.
- The Village Core Master Plan Steering Committee held one charrette last night at the school and there is another coming up on Saturday 9/22 @ 10am. Steve noted that it was brought to his attention that the members of the committee are "older" and it would be nice to have younger members of the community step up to join this board, or any board.
- The Recreation Commission also has one open seat, anyone of any age is welcome to join! The dehumidifier project is complete and is working very well. The ice will be in soon for the season to start in early October.
- We do not have all the necessary documents to accept Boone Drive as a town road, so the Traffic Ordinance is not ready for signature yet.
- Ty asked the board about our dog ordinance and the absence of a leash law in our town. It has been brought up to the Recreation Commission about adding a leash law, particularly specific to town owned property. We do not have a leash law, but our current ordinance, updated in 2014, is worded that your dog(s) must be under your control and the onus is on the owner to have control of their dog(s). Bruce would like to see research on what other towns have in their ordinances with regard to leash laws. We will also reach out to Ed Adrian for legal advice before we go any further.

H. Upcoming Events

Sept. 22	10am	VCMP charrette @ Highgate Elem.
Oct. 2 & 16	5:30pm	Recreation Commission Meetings for Oct. @ arena
Oct. 3	6:30pm	Library Trustee Mtg. @ library
Oct. 4	7pm	Selectboard Mtg.
Oct. 11	6pm	DRB Mtg.

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

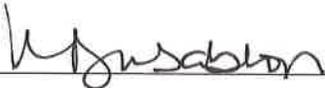
I. Executive Session

Motion by Bruce Butler to enter into executive session with Heidi Britch-Valenta @ 7:50pm 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 Steve LaFar to exit executive session @ 8:39pm. The motion was seconded by Bruce Butler – **APPROVED.**

J. Adjournment

Motion by Steve LaFar to adjourn the meeting @ 8:40pm. The motion was seconded by Bruce Butler – **APPROVED.**

Minutes respectfully submitted by:

 _____ Wendi Dusablon – Town Clerk & Public Meetings Clerk

Minutes approved by:

 _____ Joshua LaRocque – Vice Chair, Highgate Selectboard