

TOWN OF HIGHGATE Selectboard Mtg.

September 15, 2016 @ 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 Chair Chris Yates @ 7:00pm, followed by the Pledge of Allegiance.

Highgate Selectboard Members – Chris Yates, Chair; Sharon Bousquet, Vice-Chair; Randy Connelly; Josh LaRocque (arrived @ 7:25pm); *absent – Bruce Butler*

Highgate Office Staff – Wendi Dusablon, Town Clerk; Heidi Britch-Valenta, Town Administrator; Shelley Laroche, Town Treasurer (arrived @ 7:30pm)

Public / Other – Jean Chevalier; Alice S. Cota; Debbie Roberts; Kellie Uzell; Rich Wilkens; Chris Uzell; Sandra Stone; Debbie Rouse; Bruce Taylor; Catherine Dimitruk – NRPC; Ty Choiniere; Karen Bates – ANR; Charles Christolini; David Desorcie; Brian Spear; Keith Ploof

B. Public Comments

- Ty Choiniere shared some Parks & Recreation related updates. Saturday, September 24th @ 8am there will be a fun run for grades K-6. Registration starts at 8am, \$1.00 registration fee, and the flyer is seen below. Following the run, there will be a ribbon cutting ceremony and dedication of the recreation path @ 10am. The community is invited and encouraged to attend. Rise VT will be there as well and there will be more fun events following the ceremony.



KIDS FUN RUN

**Saturday, September 24
Highgate Sports Arena**

Registration: 8:00am-8:20am
Registration Fee: \$1 per runner

Start times:
Grades K-2 (1/2 mile)~ 8:30am
Grades 3-6 (1 mile)~ Race to follow grades k-2

**We invite any child in grades K-6 to join
Highgate Public Library's Cross Country Team
in their First Annual Highgate Cross Country Fun Run!**

Stay after the run and join Highgate Parks and Recreation at 10:00am for their new Recreation Path signage reveal and ribbon cutting ceremony! Following the ceremony, there will be a story walk, lawn games and more. Don't miss it!

Questions: Please contact Liza L. Comiskey at 866-3970 or e-mail lcomiskey@highgatevt.org

**This event is sponsored by:
Highgate Public Library, Highgate Parks and Recreation & RiseVT**

- Deb Roberts shared some information with the board regarding a recent ambulance call on August 30th involving a relative of hers.

C. Stormwater Management Discussion – Karen Bates, ANR Watershed Planner & Catherine Dimitruk – NRPC

Karen Bates from ANR and Catherine Dimitruk from NRPC were present and had an overhead presentation to share, seen starting on page 2 of these minutes. There was a question and answer period following the presentation.

Act 64 and the Lake Champlain TMDL



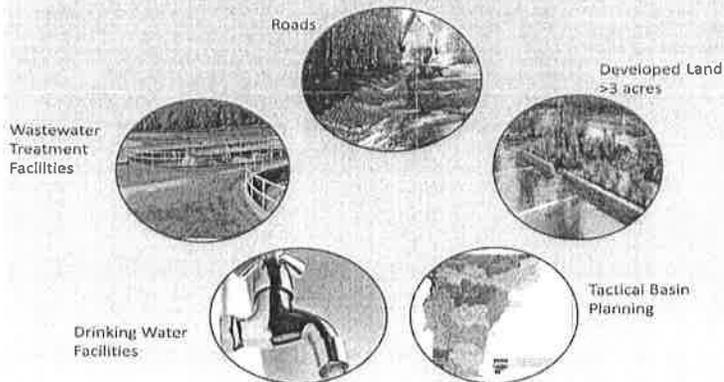
<http://cleanwater.vermont.gov/>

We're all in!

Vermont Clean Water Act 2015

- Agriculture
- Roads (Paved & Unpaved, State & Municipal)
- Developed Land
- Municipal Wastewater Treatment Facilities
- Municipal Separate Storm and Sewer Systems (MS4) Permits
- Natural Resources (Forests & Streams)

Municipalities & Clean Water



Stormwater Management: Municipal Roads

Municipal Roads General Permit - Purpose

- Bring priority or “connected” road drainage systems up to basic maintenance standards

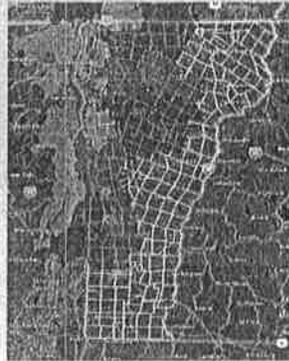


- Additional corrective measures may be necessary to reduce erosion to meet Lake Champlain Total Maximum Daily Load (TMDL) of phosphorus

Stormwater Management: Municipal Roads

Road Permit Timeline

- Draft permit in 2016
- Final permit by end of 2017
- Phase in permit coverage across state
 - all municipalities regulated under the permit by 2021



Stormwater Management: Municipal Roads

Requirement - Road Stormwater Management Plan

Inventory



Prioritize



Implement



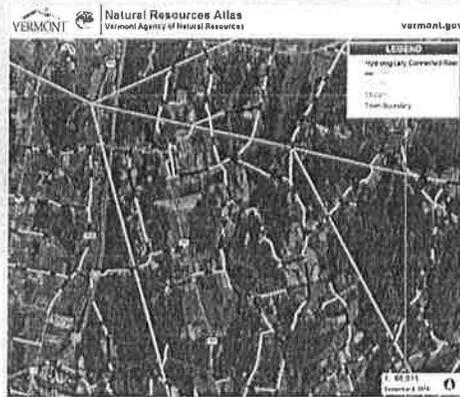
Municipal General Road Permit EXAMPLE

Town has 50 total local road miles

- 25 miles are 'priority' road segments
- 25 miles not considered 'priority', no BMP work is needed
- 15 miles currently meet the MRGP standards
- 10 remaining miles to be brought up to MGRP standards over 20 years, .5 miles per year

→Equates to 0.5 miles of road per year would need to be brought up to standards for 20 years

Stormwater Management: Municipal Roads



EXAMPLE:
Hydrologically
Connected
Road
Segments in
North Fairfax

Key factors in identifying and prioritizing projects:



- The area of concern is near a stream or other surface water
- Sediment from the road is reaching surface water
- Degree of impact (function of topography, road condition, and length of ditch runs)

Vermont Agency of Natural Resources

Support for Roads - Educational, Technical, and Financial Assistance:



VTrans:

- Local Roads Program & Better Roads grants
- VTrans District staff

DEC:

- Ecosystem Restoration Program Grants

Other:

- Regional Planning Commissions
- Watershed groups
- Natural Resource Conservation Districts

Stormwater Management:

VTrans

New TS4 Permit (Transportation Separate Storm Sewer System)

- Entire state transportation network and facilities
- Requires prioritized impervious surface retrofits



Stormwater Management:

MS4s

- New permit requirements for Municipal Separate Storm Sewer System (MS4)
- Only designated Cities and Towns



Stormwater Management – MS4s

Amended MS4 permit requirements will include:

- Long-range Phosphorus Control Plans (PCPs)
- Municipal Road permit requirements
- Entire municipality will be designated (including areas outside of the UA & SW impaired watersheds)

Stormwater Management: Existing Development >3 acres

Goal: Treat stormwater runoff from existing impervious surfaces

- Current target: Parcels with ≥ 3 acres of impervious surface
- Require stormwater retrofits of existing impervious surface
- New Stormwater Standards developed as part of permit development process
- ANR to adopt a general permit by January 2018;
Parcels in Champlain Basin must have permit by 2023



EXAMPLES OF IMPERVIOUS SURFACE > 3 ACRES

BFA High School – St. Albans

- Parcel = 7.08 acres
- Impervious = 5.67 acres
- Grass/Trees = 1.41 acres

St. Albans Town Educational Center

- Parcel = 11.02 acres
- Impervious = 5.89 acres
- Grass/Trees = 5.13 acres

Swanton Elementary/Middle School

- Parcel = 16.08 acres
- Impervious = 5.69 acres
- Grass/Trees = 10.39 acres

Swanton Village Office Area

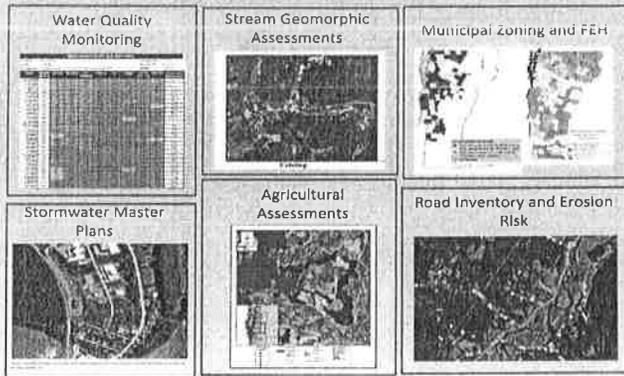
- Parcel = 4.51 acres
- Impervious = 3.53 acres
- Grass/Trees = 0.98 acres

Tactical Basin Planning → Clean Water Implementation

- 15 Planning Basins & 5 Staff
- Basin Plan stages :
 - Monitoring + Assessment
 - Planning
 - Implementation
- Plans revisited every 5 years
- Plan Implementation table updated continuously



Tactical Basin Plans Integrate: Monitoring & Assessment Results



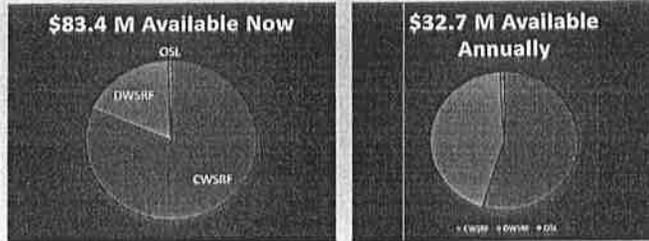
Wastewater Treatment Facilities

- Reductions from currently permitted phosphorus loads at 25 of 59 facilities in the Lake Champlain Basin
- Discharge permits issued according to five-year tactical basin planning schedule (2016-2020).

Facility	Lake Segment	Design Flow (mgd)	Current Permit Load (mt/yr)	TMDL Wasteload Allocation (mt/yr)	Change in Permitted Load (mt/yr)
Richford	Missisquoi Bay	0.380	0.420	0.105	-0.315

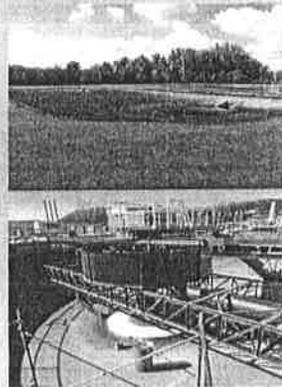
Approximate current load of 0.134 mt/yr

Clean Water State Revolving Fund (CWSRF) is available!



Types of Projects

- Municipal Wastewater Treatment
- Combined Sewer Overflow (CSO)
- Pollution abatement
- Decentralized systems
- Stormwater treatment
- Brownfields
- Anaerobic digesters
- Special Cases
 - Private wastewater
 - Wastewater Extensions & Growth Areas
- Master planning
- Asset management
- Project level planning
- Final design
- And more



Vermont Clean Water Initiative Funding

Revenue Source	FY15	FY16 Budget
Various AAFM fees	N/A	\$621,000
Capital Bill – Agriculture Best Management Practices (BMPs) Program (statewide)	\$1M	\$1.4M
Capital Bill – Ecosystem Restoration Grants (statewide)	\$2.57M	\$3.75M
Capital Bill – State Revolving Fund (SRF) Match (statewide)	~\$1.3M	~\$1.3M
Transportation Bill – Municipal Mitigation Grants (Includes Better Back Roads Grants, statewide)	\$440,000	\$650,000
DEC Clean Water Permit Fees (statewide)	~\$1M	~\$2.3M
NEW: Clean Water Fund	\$0	\$5.3M
Vtrans Stormwater Compliance	~\$2.1M	~\$2.1M

Agricultural Water Quality

- Accepted Agricultural Practices (AAPs), now are “required agricultural practices” (RAPs)
 - Past spring 2nd draft comment period
 - Proposed rule released May 13, 2016
- RAPs will define “Small farms” which would need to be certified for RAP compliance annually after 2017



Revisions to RAPs:

- Reduces the “tolerable soil loss” from field erosion
- Increases restrictions on manure stacking near water
- Increases nutrient management planning on ALL farms, including small farms



Revisions to RAPs (continued):

Increases vegetative buffer standard for:

- Surface waters
- Ditches

Require standards for:

- Livestock exclusion from waterways
- Soil conservation such as cover cropping in critical areas
- Tile drainage by January, 2018



Agricultural Water Quality (continued)

- Eliminates requirement that AAFM pay for water quality BMPs on farms
- Enhances AAFM's authority to bring enforcement actions
- Requires farmers to receive training on agricultural water quality practices
- Requires training and certification of commercial manure applicators

Role of Northwest Regional Planning Commission



- Municipal Technical Assistance
- Clean Water Advisory Committee
- *Designate a volunteer member*
- Education and Outreach
- Tactical Basin Plans

Questions?

State Agency Contacts:

- Clean Water Initiative: Karl Dolan, kari.dolan@vermont.gov
- Water Infrastructure Financing: Terisa Thomas, CWSRF
terisa.thomas@vermont.gov
- Municipal Roads Permit: Jim Ryan, jim.ryan@vermont.gov
- Stormwater >3 Acre Permit: Padraic Monks,
padraic.monks@vermont.gov
- Agriculture/RAPs: Ryan Patch,
ryan.patch@vermont.gov

VTDEC Tactical Basin Planning Update

- There are 15 planning watersheds in VT
- There are 5 watershed planners
- Each planner covers 3 watersheds
- A Tactical Basin Plan is prepared for each watershed
- Plans are updated every 5 years

Basin Planner's Responsibilities
 Planners evaluate river and stream problems and threats, identify special uses, values, and characteristics; catalyze and support watershed organizations and projects; provide funding and technical assistance to nonpoint source planning and implementation projects; and provide information and assistance to municipalities for local surface water protection.

Tactical basin plans focus on the projects or actions needed to protect or restore specific waters and identify appropriate funding sources to complete the work, based on monitoring and assessment data. Since these tactical plans will guide all watershed work supported by the VT Watershed Management Division, the issues identified in these plans are the ones that will be prioritized for management attention, including funding.

RPC & Municipal Involvement
 The Lamoille River and the Missisquoi River Basin Plans are currently being updated and VTDEC requires feedback from municipalities on these plans. Drafts of both plans will be out in November and will be shared with municipalities by their Regional Planning Commission. The top priorities for each basin are listed on the following page. Targeted actions will be outlined in the draft Tactical Basin Plans that will be provided to the towns by the RPC in early November. RPCs will work with their boards in assessing the plan's compliance with Regional Plans and supply a recommendation for the basin plan.

Watershed Coordinator

- Alex Coppi (alex.coppi@vermont.gov, 802-771-2149)
- Danielle Ovesenki (dovsenki@vermont.gov, 802-461-1184)
- Eddie Smith (eddie.smith@vermont.gov, 802-229-2707)
- Laura River (laura.river@vermont.gov, 802-478-2339)
- Heidi Cramer (heidi.cramer@vermont.gov, 802-884-8054)

Priority	Watershed	Location	Strategy
Protection and remediation of riparian corridors	Upper Missisquoi, Trout and Tyler Branch	Warwick, Troy, Westfield, Montpelier, Hubbard	Corridor protection, riparian buffers, floodplain restoration, stream bank stabilization
Manage stormwater	Fairfield, Fairfield, Franklin, Highgate, Swanton, and Swanton		Identify corridors through Stormwater Master Plan Assessments, Road Erosion Inventories.
Improve littoral zone and wetland habitat	Champlain, Fairfield Pond and Lake Carme	Fairfield, Franklin, Swanton, Highgate	Promote education and demonstration projects through DEC Lake Wise Program
Implement agricultural BMPs	Rock, Pike, Hungerford Brook, Black Creek and Mud Creek	Highgate, Swanton, Franklin, St. Albans Town, Hubbard, Hubbardston	Complete surveys of farm needs; increase USDA funds through NRCP grants; provide state managers to operators to assist with applications; provide modeling analysis to identify most effective BMP
Restore wetland and riparian corridors	Rock, Pike and Hungerford	Highgate, Swanton, Franklin, St. Albans Town, Hubbard	Work with TNC and USFWS to identify candidates
Remediate logging roads and landings	Fairfield (existing operations) and Upper Missisquoi and Trout River watersheds	Warwick, Troy, Westfield, Montpelier, Hubbard, Fairfield	Promote programs that protect riparian forests, identify old logging roads and landings for remediation with high erosion potential.
Reduce the spread of Aquatic Invasive Species	All watersheds		Provide education and outreach to boaters to reduce spread; provide technical and financial resources to assist with spotted, focus on high waterways; support watershed groups
Increase knowledge of water quality conditions in the basin	Upper Missisquoi, Trout River		

- Charlie Christolini arrived after the public comment section of the meeting and wanted to discuss an issue pertaining to the road on Charles Circle that needs to be dealt with. Mr. Christolini was on the agenda for Sept. 1st but missed the meeting. This is a topic that involves the Public Works Director also, who is not here tonight. Mr. Christolini stated this is a serious problem that needs to be addressed before winter. This issue will be put back on the agenda for October 6th.

D. Treasurer Updates – Shelley Laroche

- The tax sale list has dwindled drastically. The date of the tax sale is set for October 20th.
- The auditors were here Monday and Tuesday of this week and they will be coming back. Shelley will be fixing some things with the arena fund, at their request, and also working on the trial balance vs. reconciliation balance that are not jiving right now.
- Check warrants – Sharon had a question about the GMTA contribution. That was an appropriation approved at town meeting. For this coming year we have a new policy and anything over \$1,000.00 request requires a voter petition signed by 5% of the voters to be placed as a warned article. The deadline for petitions for this coming cycle is January 19, 2017 @ 5pm. Anything under \$1,000.00 requires a request letter to the town, received by December 1st annually. Chris had questions about Simplex Grinnell. We have never had a contract with them and they are now requesting two separate agreements for

the separate buildings. The town has struggled to develop a relationship with Simplex Grinnell. We signed a quote back in July to do some work at the arena. They have an issue with the quote on their end and have done nothing with it. Chris spent a great deal of time on the phone with them, and they have finally agreed to do the work on Sept. 22nd. We now have to hire someone to unhook the equipment so they can do the alarm hookup. We did our part, and they sat on this. They are a national company with a local presence.

- Sue Cota asked about the bottle money she collects for the arena. Shelley confirmed that Karen Gagne-Fortin does recall it going in to the facilities account. Sue wanted to be sure the money was being used for the arena. She is still collecting bottles and donations for the arena and bottles can be dropped off any time to the Swanton Sunoco or to the drop off at the arena. Sue has been doing this for years and does not mind continuing to help out the arena.

E. Planning Commission Updates

Rich Wilkens was present to represent the Planning Commission with updates. He joined the PC recently and has been appointed Chair of the board. Their focus is on things that are legally mandatory or that are a health / safety issue. They are working hard to minimize the CIP. Their next meeting is Tuesday, Sept. 20th @ 6pm and all are welcome and encouraged to participate. Josh has some ideas regarding the arena that might fit into the CIP, and others would be regular budget items (parking lot sealing and line striping). Rich noted the floor issue in the fire department, the leaking roof here at the municipal building, and the need coming up to clear sidewalks. There will be an open house on Tuesday, November 15th here at the municipal building. Upcoming projects like sidewalks, ADA study and the CIP will be presented. The PC is focused on things that should not wait. There will be food and beverages available, Rich is working with local businesses to help with that. He is happy to answer any questions, and has a town email address – rwilkens@highgatevt.org. Ty would like to work with Rich on some parks & recreation things. Chris Uzell would like to see local contractors used whenever and wherever possible. In the bid process, we always reach out to local folks that we know are qualified, but it's up to them to submit a bid.

F. Town Clerk Updates – Wendi Dusablon

1. Minutes from September 1st and September 8th

Motion by Chris Yates to approve the minutes from September 1, 2016, as written. The motion was seconded by Sharon Bousquet – **APPROVED**.

Motion by Chris Yates to approve the minutes from September 8, 2016, as written. The motion was seconded by Randy Connelly – **APPROVED**.

2. Dog license registration update & close of year

We have just one remaining dog owner to come in and license for 2016. Wendi contacted him this week to let him know he was the last one out there. An appointment is scheduled for Sept. 17th for vaccinations and the owner should be in on Monday to license. Wendi can then close the year. We will end 2016 with 840 licensed dogs in the Town of Highgate. This is the earliest we have ever finished. Vonnie has done a great job getting out there.

3. General Election – Tuesday, November 8th

The General Election will be held Tuesday, November 8th at Highgate Elementary School. Polls will be open 7am – 7pm for voting. Ballots arrived today, so absentee ballots are available any time. Wendi already has approximately 100 to get out in the mail, and she will be working on those tomorrow. Poll workers will be needed for this very busy election. You need to be a registered voter and be able to work in a fast paced environment and comfortable reading a large alphabetized checklist. Contact Wendi if you are interested in helping out.

4. Moderator Vacancy

This vacancy was posted from July 24, 2016 – September 9, 2016 and Wendi also reached out individually to several people. All but one have declined to consider being appointed. Wendi will reach back out to that one person and repost the vacancy. We hope to have someone lined up soon to allow them time to attend trainings offered by the VT SOS office and VLCT.

5. Digital Message Board Policy

The digital message board that was approved at town meeting as part of the General Fund was installed this week and became fully operational at about 4:00pm today. Wendi has not had a lot of time to get into the software, but there are a few things posted this evening. She will continue to tweak the postings so we get the best possible result. Wendi drafted a policy based on

other town's policies that she wants the board to consider. The board has seen this ahead of time in the drop box. Chris read aloud from the draft policy, which the board was happy with, as written. Motion by Chris Yates to approve the Town of Highgate's Electronic Message Board Policy, as written. The motion was seconded by Josh LaRocque - **APPROVED**. Wendi will add a signature and date line for Chris to sign. The policy will be posted on the town's website with the other town policies, as well as on the town's Facebook page. Ty asked about the billboard law. Chris noted that we were mindful to keep everything out of the right of way of the road.

G. Town Administrator Items – Heidi Britch-Valenta

1. Geo Design bill

We have previously paid Geo Design \$6,500.00 for a substantial amount of work associated with stabilizing the transfer station. We have received a list of questions back from FEMA as part of our request for grant funding. There was a brief phone conference with Geo Design to make a plan and send the paperwork in to FEMA. We have received a bill for \$1,000.00 which Heidi was not expecting. She let them know it was a bit much and going forward we can't sustain this. It appears we were double billed. We were not told up front about these costs. They did not have to give any new data or complete any additional field work. Chris is willing to come in and have a phone conversation with Jason Gaudette before we pay this, and to make a plan going forward. We have not answered any of FEMA's questions. Sharon asked about the contract we have with Geo Design. It was for up to \$6,500.00, which we expended already in the first response to FEMA. Josh feels our questions should have been answered as part of the original contract amount.

2. Misc. updates

- We were awarded \$15,000.00 from the State of Vermont Buildings, Grounds and General Services Recreation Grant. This will be used as part of the bleacher replacement project at the arena. The award end date is 12/31/2017 so the arena construction committee will start back up to get this project lined up for completion prior to the 2017-2018 ice season. Motion by Chris Yates to sign the State of Vermont grant application for the Department of Buildings, Grounds and General Services grant in the amount of \$15,000.00. The motion was seconded by Sharon Bousquet – **APPROVED**.
- A certificate of public good has been issued for the two Frontage Road net metering solar projects (Stanislaws and Carroll properties). They are recorded here in the land records. The elementary school will be going with 85% credits and MVU will be going with 80% credits for their net metering projects.
- Elwood property clean up @ 293 Lamkin Street – samples have tested positive for asbestos on the roof of the mobile home, roof of the camper and in the flooring in the hallway. We don't have a formal quote, but have a solid estimate from Catamount Environmental, Inc. of \$8,575.00 for removal of the asbestos, a dumpster and to get rid of the flooring and two roofs. The first job starts tomorrow. Myers will be coordinating for us to manually have items removed in the hallway so the asbestos company can remove the flooring and two roofs. We have a quote of \$500.00 for two men for two hours to do the hallway clearing. The pest spraying was done today. Only Catamount Environmental responded to our request for a quote to remove the asbestos. The asbestos contaminated items are shipped separately to Coventry. Motion by Chris Yates to hire Myers to clean up the hallway in the home for the additional amount of \$500.00. The motion was seconded by Sharon Bousquet – **APPROVED**. The timeline involved and need for specialty work in this case do not require the need for bids or an RFP. Motion by Chris Yates to approve up to \$8,575.00 for Catamount Environmental, Inc. to perform the asbestos abatement on the two roofs and vinyl flooring. The motion was seconded by Sharon Bousquet – **APPROVED**.
- FYI about the cell tower – a Highgate resident came into the office recently and believed that because we currently have T-Mobile on our tower that AT&T and Verizon could not be located there. SBA Communications has sent us information stating that is not accurate. Heidi also noted that the town has the option to cash in on rental fees from the cell tower in a lump sum to be used for town projects. This would be in lieu of monthly rental fees. There were questions regarding this and what-ifs should other carriers choose to add on to our tower. Ty Choiniere has also heard these inaccurate statements out in the community. SBA is not affiliated with T-Mobile. AT&T recently purchased DirectTV which slowed the rate of AT&T joining cell towers. The Selectboard

has written letters to AT&T and Verizon. There is also a cell phone app "Mark The Spot" that can be downloaded and used to notify AT&T of poor coverage in certain areas.

- ACT250 is mandating a paperless application process. Motion by Chris Yates to sign the delegation of authority by the Selectboard to the Town Clerk to accept service for the purpose of ACT250 application notices. The motion was seconded by Sharon Bousquet – **APPROVED**.
- There are updates in the drop box from various agencies and also some updates on legal matters.

H. Selectboard Items

1. K-C VT Gas hook up estimate bill

K-C gave us an estimate and sent us a bill for \$302.50 for labor and a zone charge (whatever that is) for giving us that estimate. We contacted K-C because VT Gas said that we should. They have no proof that we authorized them being paid for the estimate. Josh stated we are not paying this bill and we will never consider them again for another bid. We will notify them that this bill has been sent to Dale at VT Gas.

2. Misc. updates

- VT Gas was supposed to hook up the second meter today.
- Wendi asked the board about HVFD using one of the trailers at the transfer station for training purposes. The board's only concerns are the location of the trailer and that there are no hazards. The fire department can consult with Andy King on these issues. Wendi will pass on this information to Chris Uzell.
- Josh and Ty have gotten quotes to have fobs added to the doors at the arena. They are looking for grant funding to help with this.
- Fire Department floor – Heidi doesn't feel she has enough info to put this back out to bid. We have put it out to bid before and did not receive any bids. We have met our obligation on the bid process already. Heidi will contact Pete Rixford about getting some core samples. He did a great job for us at the arena. Core samples can be taken, we will compact it as best we can with stone and black top as a temporary fix. By then we should have results back from the samples. We already know the price to replace the entire floor already.
- Sharon has expressed interest in replacing Paulette on the Finance Committee. Motion by Chris Yates to appoint Sharon Bousquet to the Finance Committee as the representative from the Selectboard. The motion was seconded by Randy Connelly – **APPROVED**.
- Paving – Highgate, like all other towns, have been bumped until at least the beginning of October, possibly later. Andy is concerned about corn chopping and manure spreading season and paving too late in the year to set up. Andy is looking for the board's input on putting the paving off until spring 2017. The roads involved are St. Armand Road, Hanna Road, Frontage Road and Rollo Road. Sharon and Randy are comfortable going with Andy's advice to wait until spring. Motion by Chris Yates to sign the new bid from Pike Industries with prices valid for 2017 with a/c protection posting plus/minus 5%. The paving projects must also be completed before the end of FY2016-17. The motion was seconded by Randy Connelly – **APPROVED**.

I. Upcoming Events

Sept. 20	6pm	Planning Comm. Mtg.
Oct. 6	7pm	Selectboard Mtg.
Oct. 13	6pm	DRB Mtg.
Oct. 27	by 5pm	Taxes are due – POSTMARKS NO LONGER ACCEPTED!
Nov. 2	by 5pm	Deadline to register to vote!
Nov. 8	7am-7pm	General Election @ Highgate Elementary School
Nov. 15	TBA	Open House Event

J. Executive Session

No executive session needed tonight. There are items in drop box for the Selectboard to review.

K. Adjournment

Motion by Chris Yates to adjourn the meeting @ 9:03pm. The motion was seconded by Josh LaRocque – **APPROVED**.

Respectfully submitted by,

_____ Wendi Dusablon, Highgate Town Clerk

Minutes approved by,

_____ Christopher Yates, Chair – Highgate Selectboard