

TOWN OF HIGHGATE SELECTBOARD MEETING

Thursday, April 19, 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 (arrived @ 7:09pm); Bruce Butler; Steve LaFar; Randy Connelly

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

Public / Other – Rick Trombley; Alice (Sue) Cota; Ty Choiniere

B. Public Comments

None

C. VCDP Planning Grant – Economic Development Waterline Extension

This is an economic development grant for a possible water line extension to the airport. The application deadline is now in August and this is the required public hearing. Heidi would like to hold a few more hearings going forward as we continue to work on this. There have been questions wanting to understand more about the potential at the airport and the types of planes that would be coming into Highgate. Motion by Randy Connelly to sign this resolution. The motion was seconded by Bruce Butler – **APPROVED.**

D. Treasurer Updates – Shelley Laroche

1. Check warrants

There were no questions on the check warrants.

2. Cleaning RFP Responses

We received quite a few responses and will discuss further in executive session.

3. Misc.

- The GIS mapping system annual contract for \$2,400.00 for internet support was approved by the board and was signed. We are very happy with their services. The system is very convenient and helpful to employees and researchers alike.
- The personnel policy has been amended to include leave time for emergency responders and has been generalized to include all town employees, not just the library. Also, when the public works department is on their four day week summer schedule, a clause has been added to have someone on call every Friday from May – October. Motion by Steve LaFar to accept the amended personnel policy. The motion was seconded by Bruce Butler – **APPROVED.**

E. Town Clerk Updaters – Wendi Dusablon

1. Minutes

Motion by Bruce Butler to approve the minutes from April 5, 2018, as written. The motion was seconded by Randy Connelly – **APPROVED**.

2. 2018 Catering Season List of Vendors

Motion by Josh LaRocque to approve the 2018 catering season list of vendors and give Wendi permission to sign off on catering requests in Highgate. The motion was seconded by Randy Connelly – **APPROVED**.

3. Green Up Day and Household Hazardous Waste Day – both on May 5th

Green Up bags are here, please pick yours up at the town offices. More bags are on the way, we should have plenty for this year (last year we ran out). Bags can be left roadside (and call the town to pick up) or drop them off here at the municipal complex. HHWD will be May 5th from 8am – 2pm at the sand shed on Transfer Station Road. A list of accepted materials is on our Face Book page, on our website, or by calling the town offices, 868-5002.

4. Backyard Composting

Turn your yard and food waste into compost – learn how at Highgate Sports Arena, Wednesday, April 25th from 6-7:30pm. There will also be deeply discounted bins and food scrap containers to purchase, cash or check only. The class is free and open to the public.

5. Director of Parks & Recreation – Apply by April 27th

Application packets are due by Friday, April 27th @ 4:30pm. Information is available under the announcements section of our website @ www.highgatevt.org.

6. Dog Licensing Update

We are now at 700 licensed dogs in Highgate. Information was sent to Vonnie today on the 175 +/- dogs left on the list. Late notices have been sent and Vonnie will give one courtesy call as a reminder. As of May 1st municipal fines will be issued, per dog, in addition to licensing fees. After May 1st it is going to be much more expensive so please license your dog(s) ASAP.

F. Administrator Items

1. Village Designation Applications

Motion by Randy Connelly to sign the Highgate Springs village designation application. The motion was seconded by Steve LaFar – **APPROVED**. Motion by Randy to sign the Highgate Falls village designation application. The motion was seconded by Bruce Butler – **APPROVED**.

2. Grant / Project Updates

The Machia Road bridge (B25) project has begun. A.L. St. Onge received the bid from the State of VT. The bid was \$2,804,416.41 which is 13.32% less than our construction plan estimate. Our town share will be approximately \$168,265.00, which is 5% of the overall project. This will be a considerable savings for the town, so our fingers are crossed that this all goes well. The former store turned apartment building has been demolished and removed. Utility work will be happening, as well as office trailers set up and some archeological digs. In mid-June we should start to see an increase in activity at the site. The CIP should see some funds kicked back to the voters on this project, but we won't know until everything is completed. Heidi has some contractual information for the board for executive session on selecting a design consultant. We were notified that we were not awarded the grant for the fire truck. Heidi is meeting with the grant administrator to see how we can have a better chance in the future. There were lots of applicants, but we will apply again. For the ADA modifications we need to look into the floor drains to be certain nothing is

leaking into the ground. Heidi will look into pricing for that. Last meeting the board decided who to move forward with for the Village Core Master Plan. That contract is still in draft form, so next meeting it will (hopefully) be ready for signatures. The planning grant for extending the water line to the airport is due in August. The municipal general road permit is due in July. She will meet with Bethany from NRPC and Pat Loyer to get a feel of what needs to be done. We have quite a few grants under our belt so we are in good shape, and we have three more grants for this summer also. Josh would like to be part of that process as well. The dehumidifier contract is nearly complete, we only need to nail down the gas line piece. Heidi will be sending this in tomorrow.

G. Selectboard Items

1. Boone Drive

The board has reviewed the information and has checked out the road. There are currently three lots developed on Boone Drive, and three that are undeveloped. We are already plowing Homestead Lane with the ton truck and the specs for the road have been met. We will need to determine legal ownership and if there is an association or not and then there would be a one year probationary period. Motion by Josh LaRocque to take over Boone Drive. The motion was seconded by Steve LaFar – **APPROVED.**

2. Misc.

- The ATV ordinance was approved at the last meeting and will be effective on June 5th (in the absence of a submitted petition). The board members signed the ordinance that was approved on April 5, 2018. We already have some suggested amendments for the future. It behooves us to keep this as it is approved for now and to make amendments in the future all at the same time.
- Sharon noted the weather has not been very spring like – so please pray for sunshine and warm weather soon ☺.
- There was an incident on Carter Hill recently involving a manure truck and a tail gate that was not latched. The result was a mess all over Carter Hill and onto Route 78. The farmer was contacted immediately and the driver was dealt with. We don't want any accidents, so please be conscious when hauling. We know farmers have work to do, so please be respectful – and that goes both ways.

H. Upcoming Events

May 3	7pm	Selectboard Mtg.
May 5		Green Up Day
May 5	8am-2pm	HHWD @ sand shed on Transfer Station Rd.
May 10	6pm	DRB Mtg.
May 15	6pm	Planning Commission Mtg.
May 17	6pm	Selectboard Mtg.

I. Executive Session

Motion by Sharon Bousquet to end the general session of the Selectboard meeting and enter into executive session @ 7:35pm with the Town Administrator, Town Treasurer, Town Clerk and DRB Chair to discuss contracts, legal and personnel, where premature general public knowledge would place the town and the individuals involved at a substantial disadvantage. The motion was seconded by Josh LaRocque – **APPROVED.**

Motion by Sharon Bousquet to exit executive session @ 8:50pm. The motion was seconded by Steve LaFar – **APPROVED.**

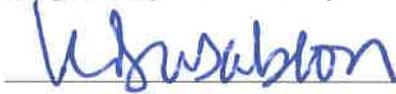
Motion by Josh LaRocque to accept DeWolfe Engineering as the design consultant for the Machia Road Stabilization Project. The motion was seconded by Randy Connelly – **APPROVED.**

Motion by Steve LaFar to acknowledge the Jedware bankruptcy notification and take no action. The motion was seconded by Josh LaRocque – **APPROVED.**

J. Adjournment

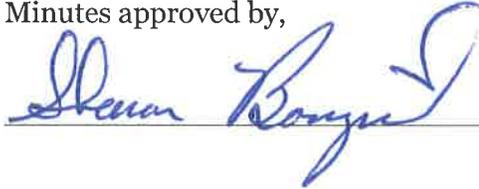
Motion by Steve LaFar to adjourn the meeting @ 9:00pm. The motion was seconded by Randy Connelly – **APPROVED.**

Respectfully submitted by,



Wendi Dusablon, Highgate Town Clerk &
Public Meetings Clerk

Minutes approved by,



Sharon Bousquet - Chair, Highgate Selectboard