

# TOWN OF HIGHGATE SELECTBOARD MEETING

Thursday, August 3, 2017 @ 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; Randy Connelly; Steve LaFar *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/Zoning Administrator

**Public / Other** – Kellie Uzell; Woody Rouse; Ty Choiniere; Richard J. Noel; Reg Beliveau and Chris Leach – Swanton Village; Adam Fortin and Marcy Stefaniak – MAHA; James Messier – MVU; Winton Goodrich – FNWSU; Henry Rainville

### **B. Public Comment(s)**

- Ty Choiniere does not want the town or the board to rush into any decisions regarding the Machia property. There are a lot of great ideas out there, but he keeps hearing the word “want”. We have to plan for something that will work for many generations to come. Richard Noel added that affordability is also a key factor in our decision making process.

### **C. Swanton Village Dam Repair Update – Reg Beliveau & Chris Leach**

Reg Beliveau, Swanton Village Manager and Chris Leach, Trustee, were present for this update. Reg thanked the board for the opportunity to be here and to dispel any rumors related to the failure of the dam on June 14<sup>th</sup>. FERC (Federal Energy Regulatory Commission) had noticed a few years ago that there was some wear in the bag at the Highgate Falls hydro dam. The life span of it was 30 years when installed, but was backed down to 25 years due to other issues in other locations with the Bridgestone bags (also called bladders). Next year would have been the 25 year mark. They began contacting manufacturers for quotes on new bags. What was decided on is different than what was already there, the company is out of Utah, and they are manufactured at a plant in China. The new design is more horizontal and there will be less stress on the bag. They have been monitoring the situation once they realized the bag was showing signs of wear and stress. Swanton Village was already in the process of replacing it with an install date of August, 2018. Then on June 14, 2017 at 2:08:49pm a call came from the hydro plant that said the bag was losing pressure and the blowers weren't keeping up. They opted not to perform an emergency repair, which would involve putting someone inside to seal it up. They feared it would blow catastrophically, so instead chose to deflate. The tear / hole resulted in air hissing out of the bag, which you could hear. Operators were told to put all units on at 100% to relieve the pressure. HVFD and SVFD were notified to be on standby. The bag was fully deflated by 9pm. There was no catastrophic or life threatening runoff as a result. There was no damage to any other equipment, other than the bag. They are watching the units closely, as they are water cooled and as sediment gets in they can overheat and seize up, damaging the equipment. Chris Leach explained more about how the bag works and the amount of pressure it holds. The leak occurred in one of the folds of the bag. He believes the bag at the Highgate dam is the largest of its kind in North America. Even though power generation is currently down due to the bag failure, we have had enough rain this summer that it is not affecting costs that badly. They had to buy more power, which is more expensive than making it yourself. There are approximately 1,100 Swanton Village customers in the Town of Highgate, and they offer the next to the lowest rate in the State of Vermont. Reg further explained that even though the head is currently fifteen feet lower, they are generating more electricity than this time last year. The impact on taxes in Highgate should be minimal or non-existent (fingers crossed)! The company they are working with expedited the process when the bag failed and will be on

site delivered to Mill Hill Road in Highgate in the first or second week of October. Swanton Village has a very dedicated staff making sure we get reliable electricity and quick service. Once the bag has been delivered, it will be a few weeks to install it. By mid-November they should be up and running! As part of the installation, they need to establish a road in front of the bag, similar to like what was done in 1992 with the original. Reg apologized to those that live on the river and that this boating season has stunk, but confirmed it is temporary. Richard Noel had questions about why they are accessing the site from Mill Hill Road, and Reg explained. Nothing else is being changed other than the bag. All of the infrastructure will be just as it was before. The capacity and operation will be very much the same, with improved materials warranted for thirty years. The rubber material is different, it is several layers of material in different directions. The failure was due to fatigue. The new bag is designed to be maintained at 190' above sea level at all times. Everything needs to come together correctly and on time to be up and running by mid-November. They will be using the same engineering firm that was used in 1992, and some of their own staff are the same as well. Rates and outages will remain low. Sharon commended them all. It could have been much worse than it was. Procedures were already in place and no one was in danger. Swanton Village will be meeting with SVFD and HVFD to go emergency procedures with regard to the dam. They have an obligation to educate the departments. Randy inquired about any issues if the project goes past November. The bag is not pliable in the cold weather, so this is very time sensitive. They have run the numbers on how this will affect everyone if it goes out until spring. Working at night is a safety issue, so that will not be happening. Shelley called and spoke to Lynn Paradis at Swanton Village about kw generation for last year and the upcoming budget cycle. Shelley would like to receive quarterly reports on kw generation to account for any shortfalls. As of now, they are ahead of last year. She will call Lynn to set up quarterly reports for generation. Heidi added that Swanton and Highgate are collaborating on removal of the old dam in East Highgate. It is a safety hazard for those that canoe in the river. Both towns have been working with the Northern Forest Canoe Trail for grant funding. The road has been installed to do the work. This has been a large collaboration of many people. VTtrans may be interested in using the already established road for the bridge project in 2018. Reg and Chris gave some history on Swanton Village and the Highgate hydro facility. In 1894 Swanton was the first municipality in Vermont to own a hydro facility. Reg said it is a true renewable, because its been around for 125 years, not just 25 like some others. The total output of the facility is 10mw according to the name plates, but will only produce 9.8mw. Also discussed was the potential expansion to the Franklin County Airport in the future. There is potential for further development at the airport and the water lines could be expanded into Highgate. The trustees are amicable to have that happen, but funding is another story. They are currently in the process of upgrading the water line for MVU. The board looks forward to working together on these projects that have been discussed tonight.

**D. FNWSU – Land Use Discussion – Winton Goodrich & Jim Messier (MVU)**

Winton Goodrich, Superintendent for FNWSU, and Jim Messier, Ag Program at MVU, were present for this discussion. The school is interested in a memorandum of understanding between the school and the town with regard to the donated land from Frontage Road Land LLC (formerly Carroll Concrete). Use of the property would help MVU expand their Ag and Forestry Programs. Mr. Messier has some ideas as well. If schools are going to be required to compost then, in his opinion, this would be a good way to build up organic matter. The water table is about 2 1/2 - 3 feet down. He is particularly interested in expanding programs for juniors and seniors at MVU and using the land for educational purposes. The top soil is there, it's just piled up around the edges. Nothing can happen until there is an agreement in place that also takes into account insurance and expectations. Winton noted that Cold Hollow and NW Tech could potentially partner with MVU on different programs, so who knows where that might go, so there is a lot of future potential. The red truck shed on the property could be used as a covered compost center. MVU produces a sizeable amount of food scraps. The Ag program at MVU already has 15 years of experience with compost on a small scale with Mr. Wilde's program. FNWSU is also working on an agreement to utilize the property next to the Highgate Sports Arena, known as the Cassidy Field. Nothing is in writing yet, but it will be used for organic and conventional crops. This has not been a typical year with all the

rain we have had. Mr. Messier gave some info to the board regarding a pumpkin project that was done with the help of Corey McCuin. Every child at the Highgate School had a pumpkin. As the airport looks toward expanding, they have also expressed interest in the parcel acquired from Frontage Road Land LLC. They would like to see more mechanical classes offered specific to aircraft with the hopes that we can get companies like Pratt & Whitney to come to our town and help young people prepare for the workforce. Mr. Messier currently has students working for Pratt & Whitney. Winton looks forward to the next level of discussion with the board on this topic. Winton thanked Heidi and the Town of Highgate for their assistance filling in holes at the Highgate School parking lot. At town meeting the voters were not yet ready to support the plan presented, there were too many unanswered questions. Heidi put them in touch with the Champlain Basin folks and they have met a few times and walked the school property. The new plan is looking at bio retention rain gardens that will divert water. There were questions on whether that would be effective with such a large footprint. No decisions have been made and the next school board meeting is next Thursday, August 10<sup>th</sup>. If they decide to move forward, Winton may reach out to Heidi for added support with the grant piece of the project. The town and school would be working together to fix the issues. This would be less expensive than the original proposal and a green alternative that would also be a learning laboratory for students. Sharon thanked them for coming and congratulated Mr. Messier on the success of his programs at MVU. This will be his 52<sup>nd</sup> year! The programs mean a lot. Not all children go to college, but need to make a living. Mr. Messier elaborated on that, stating that 600,000 welding positions are currently unfilled in our country, but some students with four year degrees are unemployed.

**E. Treasurer Updates – Shelley Laróche**

- **Check Warrants** – There were no questions on the check warrants.
- **Purchasing Policy (revised)** – Changes have been made to the policy based on expending federal funds and meeting requirements for federal grants. Changes were also made to the criteria for bid selection. Shelley referred to the website sam.gov and the need for these changes for any and all bids that we put out. Not doing so would automatically disqualify us. Motion by Josh LaRocque to sign the revised version of the Purchasing Policy. The motion was seconded by Randy Connelly – **APPROVED.**
- **Conflict of Interest Policy** – This is in the drop box with the proposed changes highlighted. The policy we have in place came from a VLCT model. The proposed changes are requirements from the Department of Public Safety and an audit by the State of Vermont. They would like our policy to comply with their updated regulations. The Finance Committee will be working on this more.
- **2017-2018 Tax Rates** – Shelley proposed the tax rates as follows for approval.

**Town of Highgate, VT**

★  
2017-2018  
★  
Tax Rates  
★

RESIDENTIAL		NON-RESIDENTIAL	
Education	1.2558	Education	1.4131
General Fund	0.0725	General Fund	0.0725
Highway Fund	0.1480	Highway Fund	0.1480
Capital Improvement Plan	0.0561	Capital Improvement Plan	0.0561
Library & Comm. Ctr.	0.0284	Library & Comm. Ctr.	0.0284
Town Mtg. Articles 3.5.6	0.0171	Town Mtg. Articles 3.5.6	0.0171
Veterans Exemptions	0.0021	Veterans Exemptions	0.0021
<b>TOTAL RESIDENTIAL TAX RATE</b>	<b>1.5775</b>	<b>TOTAL NON-RESIDENTIAL TAX RATE</b>	<b>1.7488</b>

2017-2018 tax rates approved by the Highgate Selectboard August 3, 2017  
 Common Level of Appraisal (CLA) = 108.47%  
 last updated December 23, 2016

1.5775 RESIDENTIAL / 1.7368 NON-RESIDENTIAL 2017-2018

compared to last years rates:

1.4849 RESIDENTIAL / 1.6508 NON-RESIDENTIAL 2016-2017

Motion by Josh LaRocque to accept the 2017-2018 tax rates of 1.5775 residential and 1.7368 non-residential, as presented. The motion was seconded by Steve LaFar – **APPROVED**. The rate will be broken down on the tax bills as it is shown on the flyer. As a reminder, if you filed your homestead late, there is an 8% penalty. There is still time to file, and you absolutely should file your homestead to get the cheaper tax rate, but a late filing penalty will be assessed. Tax bills will be mailed on Friday, September 15<sup>th</sup> and the due date is Wednesday, November 1<sup>st</sup> by 5pm.

#### **F. Town Clerk Updates – Wendi Dusablon**

- **Minutes from July 20<sup>th</sup> July 26<sup>th</sup> and July 31<sup>st</sup>**  
Motion by Steve LaFar to approve the minutes from July 20, 2017, as written. The motion was seconded by Sharon Bousquet – **APPROVED**.  
Motion by Randy Connelly to approve the minutes from July 26, 2017, as written. The motion was seconded by Steve LaFar – **APPROVED**.  
Motion by Josh LaRocque to approve the minutes from July 31, 2017, as written. The motion was seconded by Sharon Bousquet – **APPROVED**.
- **Recommended Additions to Catering List** – Motion by Josh LaRocque to add the following caterers to our list: 14<sup>th</sup> Star Brewing Company, LLC; Durty Nelly's Irish Pub / Millennium Entertainment Group, LLC; 802 Cocktails, LLC. The motion was seconded by Randy Connelly – **APPROVED**.
- **MAHA Fundraising Event – September 16<sup>th</sup>** – Marcy Stefaniak and Adam Fortin from MAHA are here with details on this fundraiser. They are proposing a Cornhole Tournament at the arena (inside) on Saturday, September 16<sup>th</sup> from 11am until they are done. MAHA will seek as many donations as possible to have a BBQ available for people to purchase food and 802 Cocktails, LLC is available to cater a bar. This is a popular backyard game, similar to horseshoes, but with beanbags. The tournament will be held inside rain or shine in case it goes late so they will have lights. MAHA families can work their required hours at the BBQ. This will hopefully be a successful fundraiser just before the ice goes in and the season starts. The White Tails Unlimited banquet is the weekend before. There will be no outside alcohol coming in. Teams will be two people, age 18 and over only. There will be a men's division, a women's division and a co-ed division. Cash prize for the winning team and bragging rights. \$40.00 registration fee per team. There will be raffles and trophies also. They hope that the event will be a success and grow in the coming years. There was some discussion on having a law enforcement presence. Wendi will reach out to FCSO and our Constable, Ben Lowell, to see if they can be around and maintain a presence during the event. The following day, September 16<sup>th</sup>, MAHA is hoping to host a street hockey tournament, but no further details were available yet. Ty Choiniere asked the board about the sealant for the arena parking lot.
- **Machia Property Misc. Items** – Miscellaneous items were left behind at the property. Pat Loyer, PWD, took photos of what is there. Wendi will post the pictures on the town website and FaceBook page and ask for written bids by August 17<sup>th</sup> @ 4:30pm. Posters will also be placed around town.

#### **G. Town Administrator Items – Heidi Britch-Valenta**

- **Lamkin Street Sidewalk Update** – We have our 1111 permit from the State of Vermont. The equipment associated with the crosswalk on Route 78, although it will be in the state right of way, will be the property and responsibility of the town.
- **Road Mileage Certificate** – There are no significant changes. Motion by Josh LaRocque to accept the Road Mileage Certificate. The motion was seconded by Steve LaFar – **APPROVED**.
- **Revised Energy Chapter / Town Plan** – The Planning Commission has been working with NRPC to revise our Energy Chapter in the Town Plan. If the board feels comfortable accepting it, that would start a series of public hearings (2 Selectboard and 1 Planning Commission). Taylor from NRPC will be here August 17<sup>th</sup> for the first one. The changes give our town some say in renewable project development. NRPC did the majority of the work, and did a fantastic job! We have state regulations to meet with regard to

renewables by 2050 and we are optimistic Highgate can meet their goals. We are attractive to solar development. Randy asked if the town attorney should review it. This is not legally binding in any way. It is to be adopted into our town plan, which reflects our goals and ideals. Motion by Josh LaRocque to adopt the revised Energy Chapter for the Town Plan. The motion was seconded by Steve LaFar – **APPROVED**.

- **Village Center Designation Program** – At the next PC meeting on Aug. 15<sup>th</sup>, Richard Amore, program coordinator, will be here. There will be a site visit to Highgate Falls and Highgate Springs starting at 5pm before the meeting at 6pm. Highgate Center is already designated and we need to reapply by November with Selectboard approval. The benefit of the program is the availability of additional grant funding to both public and private land owners. There are no costs, just paperwork. The Selectboard would like Heidi to reapply for village designation in Highgate Center by the November deadline.

#### **H. Selectboard Items**

- **Bridge 25 (Machia Road Bridge) Project** – Sharon gave some background on the project. She hoped our State Reps would be here tonight but they are not. The State has put the responsibility on the town for the property on the corner to go to condemnation. It is a complicated situation to put the town into without any further involvement in purchasing right of ways associated with the bridge replacement project. There is one hold out with regard to the right of way acquisitions, which is the apartment building on the corner. The State waited from May until now to tell us. We were just made aware of the situation two weeks ago. The executive session conference call with the State of Vermont on July 31<sup>st</sup> was a joke. The board was very unhappy with their promises and attitudes. We had arranged a deal with the landowner, which was tossed out when it came time to sign. To make a long story short, the town has two options: 1) we can delay the bridge project and go through the long expensive condemnation process and attempt to take the property by eminent domain or 2) kick in some funds to finish the deal with the property owner and get the project back on track. Delaying the project will be expensive in legal fees and increased costs for construction. Option one also will create bad blood with the taxpayer who owns other properties here in town. Richard Noel is our TAC representative and he feels delaying the project is the wrong option and will be way too costly. With option two, the State has agreed on \$205,000.00 offer for the property in question. The landowner wants \$220,000.00. VTrans has offered \$5,000.00 towards the difference, leaving a gap of \$10,000.00. the Selectboard is proposing that we pay the difference with monies collected and put aside for the bridge. Sharon cited the 2013 Town Meeting Warning that refers to the funds being set aside for expenses and liabilities for the refurbishment and reconstruction of the East Highgate Bridge. Siting this, Sharon said this is why it is not necessary for this to go out to a public vote. It was already voted on at Town Meeting – March 5, 2013 (see below).

***Article #9 – Shall the voters of the Town of Highgate appropriate \$100,000.00 to be raised by taxes to meet the expenses and liabilities for the repair and reconstruction of the East Highgate Bridge (B-25)?***

*Motion by Liza Comiskey, seconded by Richard Flint. Zeb asked if we had already appropriated \$100,000.00 last year for this. The answer is, yes. Zeb then asked why we are asking for more. Henry Rainville responded that this is just a drop in the bucket. It would cost \$1.8 million for a refurbished bridge, with one lane and weight standards that aren't really up to today's necessities. Or, \$3.2 million for a new bridge, two lanes, with appropriate weight limits. We have substantial issues with one abutment and the center pier of B25. The Selectboard has been hesitant to spend much money on it, not knowing what the public wants to move forward with. Richard Noel asked, with the bridge being historical, would we remove it, or build next to it? Henry said in his personal opinion, he would remove that bridge and put in a two-lane bridge. But are we allowed to? We don't know yet. There is no point to remove it if the public wants to keep it. We are trying to minimize costs. Engineering costs a lot of money. Debbie Rouse travels that bridge several times per day. She feels we really only need a one-lane bridge there. Would it be cheaper if we go cement instead of metal? Henry stated that right now we have boiler plate information, basically stating that a bridge of this size and etc. will cost you X amount of dollars. Debbie Rouse thinks it's stupid to fix it, it should be a new bridge if possible, and we don't need two lanes there. Henry added that based on traffic study / counts, there are 700+ cars per day that cross the Machia Road bridge, so a two-lane bridge would be more feasible. Debbie disagrees. Mike*

Lambert agrees we need a new bridge there, but a one-lane bridge is the way to go. He feels this way mostly because once you create a two-lane bridge there, it will create truck traffic. If you put more truck traffic on Machia Road and Morey Road towards St. Albans you are going to incur more expenses with road maintenance and upkeep and also need to widen the roads. Tim Reynolds said as a taxpayer he does not want to spend any more money than need be. He is worried about people coming down that hill and losing their brakes, they need an escape route and a two-lane bridge would help. Paulette Tatro asked if it is the Selectboard's intent that this money would be used for matching funds for bridge construction. Henry said there is a large crack in that center pier. A temporary fix was to caulk the crack and we have done that. That was a \$6,000.00 temporary fix, as we are held liable by people above us on what we need to do to keep this bridge open. We are looking to get federal money for the bridge, and it looks good for us right now. We are going to have to do short term fixes to keep the bridge open, because a new bridge is years away. David Rouse commented on the 10,000 pound limit. His truck with an ATV and passengers puts him over weight. He feels if you can't drive an ordinary truck over that bridge we should just close it. Pete Roach commented that a new one-lane bridge would be \$2.8 million and \$3.5 million for a new two-lane bridge. Pete feels it is something to think about and compare. Richard Flint asked how the town has been plowing B25 – the road crew has been using the 1-ton to plow it. **Article #9 by voice vote – PASSED.**

The town kicking in some funds is not an option the board would have chosen, but the best one given the situation. We are required to pay 5% of the project costs, and we will still be on track to have that covered. \$10,000.00 is the least expensive way to go and will keep the project timely. It was noted that we have nothing in writing from the State with regard to the extra \$5,000.00, so this is a tentative vote to spend \$10,000.00. It allows the State bid process to move forward and go out in September. If we hold their feet to the fire this project will stay on track and be completed. We won't know if we have enough funds until the bids come back. Based on estimates, we do have a cushion. Everyone has worked hard on this. There has been a time crunch and this glitch has made things a little crazy. The proposal is to spend \$10,000.00 from the bridge fund, based on the wording of the article in 2013 seen above. Motion by Josh LaRocque to spend \$10,000.00 from the bridge CIP to put towards the purchase of the property. The motion was seconded by Randy Connelly – **APPROVED.** This project is managed completely by the State of Vermont, with the exception of condemnation. We will be billed incrementally for our 5% match. Condemnation would be separate. It was noted that the \$8,000.00 that was spent on repairs to reopen the bridge came from the Public Works Department budget, not from the bridge CIP funds.

- **Municipal Road Stormwater Grant – due Aug. 15<sup>th</sup>** - This is a large federal grant, with a 20% cash match. There was already a site visit to the Machia Road slide site which continues to be monitored by our Public Works Department as well as Jim Cota from the state. The town road is very close to the slope and the new bridge will create more and heavier traffic on that road. The area was fixed before in 1998 or 1999 about 150' away from this site. The previous site is holding very well. This will likely be a very similar fix. Because these are federal funds, there are a lot of hoops to jump through and the process could take several years. We need to start saving. We know it's a problem and will continue to deteriorate. Motion by Randy Connelly to apply for this grant and work with Jim Smith through the process. The motion was seconded by Steve LaFar – **APPROVED.**
- **NRPC Grant** – Bethany from NRPC met with Heidi, Pat, Josh and Jim Smith in July. The grant was for \$9,200.00 but has now changed to \$12,000.00 and our match can be in-kind. Motion by Josh to approve using the \$12,000.00 in grant funds and our match of \$3,000.00 for the project on Spooner Hill. This will be for ditching and stone lining. The motion was seconded by Randy Connelly – **APPROVED.** This project can start any time, we already have a green light.
- **Rural Development Grant** – The application is in the packet. A pre-application was done some time ago. This will assist with the costs for the renovations here at the Municipal Complex. This is not specific to ADA. It also includes the HVFD floor, roof and issues in the PWD office area. This is federal funding so it will be complex. Our contribution is 15%, which is \$26,000.00. If we split the floor out of this grant it will diminish what we are doing. Heidi asked the board if they wish to continue with this grant. If Heidi is putting in more work than we are getting back, the town should step

away from this grant. She is also in the process of applying for a \$75,000.00 ADA grant, which is similar. We need to get the HVFD floor done and the roof done ASAP before winter. We have approved funds from town meeting for both projects. Motion by Josh LaRocque to step away from this grant opportunity. The motion was seconded by Steve LaFar – **APPROVED**. It's difficult to step away from free money, but we would be building back in more costs and it's not worth it at this point. Heidi will continue working on the ADA grant for \$75,000.00.

- **ADA Grant** – This application will need to be finished before the next Selectboard meeting. Funding is through the Vermont Community Development Grant Construction Fund, which is exclusively for ADA modifications to improve universal access. Our match will be 20%. Motion by Steve LaFar to approve Heidi applying for this grant. The motion was seconded by Randy Connelly – **APPROVED**.
- **Miscellaneous** – Heidi received a call from Wayne King about speed on Route 78 just outside the village. FCSO will be bringing him the speed cart that records data. Kellie Uzell added that speed in the village on Sunday nights during the concerts is a concern. Ty is looking for guidance on the arena parking lot. We have two bids to seal coat and fill the cracks. We are not in a position to put down more asphalt, so sealing will help. We need to protect what we have. The benches in the park will be lifted out of the ground and set back down this fall. This is a temporary fix until it can be done right. Tentatively, the date of Sept. 23 will be when the new play equipment and benches will be installed at the ball fields. Stay tuned for more info on that project. Volunteers will be needed. Wendi will reach out to the fire department at their business meeting on Monday. Henry Rainville asked if the DIs were ever put in by Gore & Tarte Roads. He also asked about the culverts crossing Gore Road and one by the Reynold's property that appear to be failing. He would like to see the intersection of Gore & Tarte looked at. Pat and Josh will look at it. Woody Rouse asked about the Machia property committee and when that will start. The Planning Commission will be taking control of that project. Sharon will speak to them at the next meeting on Aug. 15. Richard Noel asked about the fence along the ballfields and overgrown trees in that area. Henry would like to know more about zoning limitations at the Machia property so people will know what is possible to do there. The library feasibility study is underway. Richard asked if the café can be removed. Nothing can happen until the phase two study is complete. The tentative plan is to remove the café building ASAP due to its close proximity to the neighboring property. The Brownsfield program will dictate to some extent what we can do also. Franklin County Economic Development wants to support us too. We have a lot of large projects going on. Volunteers are needed and appreciated. Sharon ended the meeting by sending thoughts and prayers to the Town of Fairfield and the Howrigan family. There are no words for the loss of a young child. Our deepest sympathy and condolences go out to them.

**I. Upcoming Events**

Aug. 3-6		Franklin County Field Days
Aug. 10	6pm	DRB Mtg.
Aug. 14	3pm	Finance Committee
Aug. 15	6pm	Planning Comm. Mtg. (site visit at 5pm)
Aug. 17	7pm	Selectboard Mtg.
Aug. 22	6pm	Sidewalk Comm. Mtg.

**J. Executive Session**

Motion by Sharon Bousquet to enter into executive session @ 9:23pm with the Town Administrator and Public Works Director to discuss contracts, personnel and legal, where premature general public knowledge would place the town and the individuals involved at a substantial disadvantage. The motion was seconded by Randy Connelly – **APPROVED**. Motion by Josh LaRocque to exit executive session @ 9:59pm. The motion was seconded by Randy Connelly – **APPROVED**.

**K. Adjournment**

Motion by Steve LaFar to adjourn the meeting @ 10:00pm. 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