

TOWN OF HIGHGATE SELECTBOARD MEETING

Thursday, June 21, 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 @ 7:05pm followed by the Pledge of Allegiance.

Highgate Selectboard Members – Sharon Bousquet, Chair; Josh LaRocque, Vice-Chair; Steve LaFar; *absent – Randy Connelly and 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 – Alice S. Cota; Greg Cromer; Richard J. Noel; Woody Rouse; Ty Choiniere

B. Public Comments

- Sue Cota informed the board that the bank on Monument Road is continuing to erode. She has already contacted the State of Vermont. Sue will continue to keep an eye on it, she is worried it will eventually affect the road.
- Richard Noel wanted more information on the municipal roof project. He wanted to know 1) why is it just being repaired 2) are there other style types of roofing the board is considering and 3) what is the total cost on the project. The board recapped previous discussions on this as well as pricing. Richard's concern is that a full replacement of the standing seam roof would be the third replacement since 1979, so this is a problem. He would like the board to consider pricing out a conventional steel roof. We do not need to go with a standing seam roof again. The roof is good quality, the problem was with the installation in the valleys. A steel roof would save us money and those funds could be used towards other things, like the Machia property development, the library, the arena, and more. Shelley asked the board if a contract had already been signed with R&A and if they would give us a price for a full replacement of a steel roof.
- Greg Cromer was present. He is an aerial photographer that travels the country. Last fall he visited Vermont and took a beautiful aerial photo of Highgate. He had pricing for the board and a photo for them to see. The board agreed it is a beautiful photo and would look great here at the town offices. Motion by Josh LaRocque to purchase a 24" x 36" framed aerial photo for \$195.00. The motion was seconded by Steve LaFar – APPROVED. He will be back next week with the photo. Photos can be viewed at americafromthesky.com.
- Ty had questions for the board about the parking area at the canoe access by the bottom of the bridge. It needs to be cleaned up and Ty would like to collaborate with the Northern Forest Canoe Trail group to add lighting as well. The first step will be connecting with NCFT.

C. Treasurer Updates – Shelley Laroche

- Check warrants – there were no questions from the board on the check warrants.
- Final notices were sent to delinquent tax payers who have not set up payment arrangements or who have not complied with their payment arrangements. There are several that are already on payment plans and doing well.
- The auditors are coming in tomorrow, June 22, to start the fixed asset inventory. Shelley has met with all town department heads to get a chunk of the leg work done prior to their arrival.
- Shelley will be closing out the fiscal year soon. All budgets are in good shape to end the 17/18 fiscal year. Sharon appreciates all departments working hard to stay within their budgets and being fiscally responsible.

D. Clerk Updates – Wendi Dusablon

- Motion by Josh LaRocque to approve the minutes from *June 11, 2018*, as written. The motion was seconded by Steve LaFar – **APPROVED**.
- Motion by Josh LaRocque to approve the minutes from *June 7, 2018*, as written. The motion was seconded by Steve LaFar – **APPROVED**.
- Special Town Meeting – July 19, 2018 @ 6pm. There are two warned questions with regard to the municipal building roof.
- Jeff Towle has submitted a written resignation from his position as a lister with the town. This is due to health reasons and we all wish Jeff and his family the very best and thank him for his service to the town. Sharon read his resignation aloud. Sharon reminded everyone of the fundraiser for Jeff Towle, tomorrow June 22nd at the Swanton VFW starting at 5pm.
- Sharon added that Liza Comiskey has resigned, effective June 28th, from her position at the Highgate Library & Community Center. Paulette Unwin and Rose Pryme have also submitted their resignations, also effective June 28th. We are very sorry to see them leave. We thank them for their service and wish them nothing but the best. There are currently job openings posted for a Temporary Library Clerk and a Head Librarian / Director at HLCC. Applications are due by Friday, July 6th.

E. Administrator Items

Heidi Britch-Valenta was not present for this meeting.

F. Selectboard Items

- The Casella waste water permit renewal requires a land owner signature. The town is the land owner. Motion by Josh LaRocque to sign this permit renewal. The motion was seconded by Steve LaFar – **APPROVED**.
- There was discussion on tire pricing for cleanup projects around town. We have options, but the one that makes the most sense would be obtaining a large container that holds up to 1,600 tires. The board would like to invite surrounding towns to also be able to get rid of tires and share the cost. Sharon will send out emails to Swanton, Franklin and Sheldon to see if there is any interest.
- A slab needs to be poured at the cell tower location to meet our commitment before St. Albans Central Dispatch can be added to our tower. Joe Depatie, HVFD Chief, will be meeting with the communications company and Ron Hoague from St. Albans Police one day next week to get more details on what is needed to move forward.
- The town will be selling three parcels (Dalcourt property on Route 78, Cherry Hill property on Rheaume Road and the former Elwood property on Lamkin Street). The land sale will take place on June 28th @ 11am here at the town offices. The

information is posted online and around town. There are minimum bids for each parcel and specific methods of payment. This is not a tax sale.

- Heidi will have more information on the ADA construction RFP and environmental review for the next meeting – which is July 19th. There is no Selectboard meeting scheduled for July 5th.
- Motion by Steve LaFar to have Pat Loyer and Josh LaRocque collaborate and further discuss and select a project and location for the storm water grant. The motion was seconded by Sharon Bousquet – **APPROVED**. The grant is due on July 13th.
- The speed study on Tanglewood Drive began today, June 21st. NRPC will be getting back to us with the results.
- Ty Choiniere will be contacting a contractor tomorrow about line striping at the arena parking lot. Shelley will be getting some answers from the auditors about using funds from FY17/18 after July 1st. The first two weeks of August appear to be the best time for this project if it all works out. The sealant is holding up well and will need to be resealed next year.
- The Franklin County Recreation Collaborative is meeting at St. Albans City Hall on June 26th @ 5:30pm. Refreshments will be served.
- Ty also mentioned that there will be a state board of education meeting held sometime this summer. No date has been set yet and there is talk of buses leaving from area schools to transport citizens to the meeting with regard to ACT46.

G. Upcoming Events

July 4		Town offices are CLOSED
July 5		NO SELECTBOARD MEETING
July 9		Town offices are CLOSED – training at Jay Peak
July 12	6pm	DRB Meeting
July 17	6pm	Planning Commission Meeting
July 19	6pm	Special Town Meeting
July 19	7pm	Selectboard Meeting

H. Executive Session

Motion by Sharon Bousquet to exit the regular meeting and enter into executive session @ 7:49pm to discuss personnel where premature general public knowledge would place the town and the individuals involved at a substantial disadvantage. The motion was seconded by Steve LaFar – **APPROVED**. Motion by Josh LaRocque to exit executive session @ 8:45pm. The motion was seconded by Steve LaFar – **APPROVED**.

I. Adjournment

Motion by Sharon Bousquet to adjourn the meeting @ 8:45pm. The motion was seconded by Steve LaFar – **APPROVED**.

Respectfully submitted by,



Wendi Dusablon, Highgate Town Clerk &
Public Meetings Clerk

Minutes approved by,



Sharon Bousquet - Chair, Highgate Selectboard