District⁸

Certcode 0609-0

XM

CERTIFICATE OF HIGHWAY MILEAGE YEAR ENDING FEBRUARY 10, 2024

Received 1/22/2024 VTrans Mapping Section

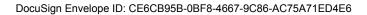
Fill out form, make and file a copy with the Town Clerk, and submit the Mileage Certificate on or before February 20, 2024 to: Vermont Agency of Transportation, Division of Policy, Planning and Intermodal Development, Mapping Section via email to: aot.mileagecertificates@vermont.gov or if necessary via mail to: VTrans PPAID - Mapping Section, 219 North Main Street, Barre VT 05641.

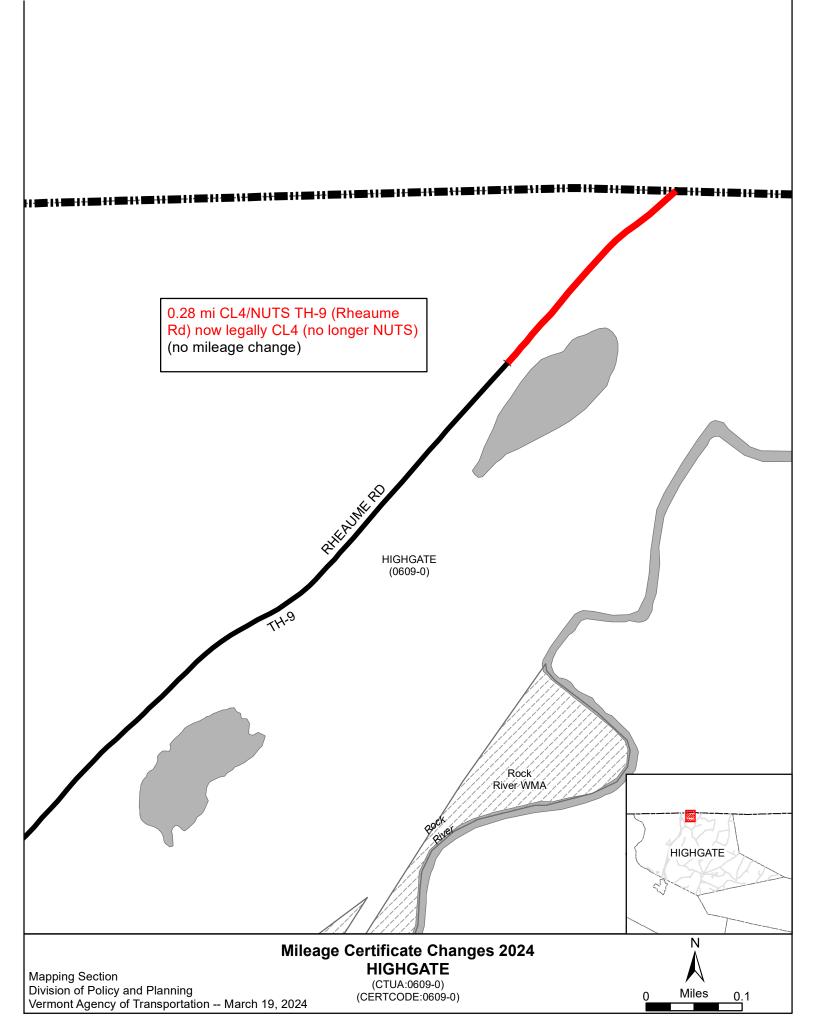
We, the members of the legislative body of HIGHGATE

in FRANKLIN County

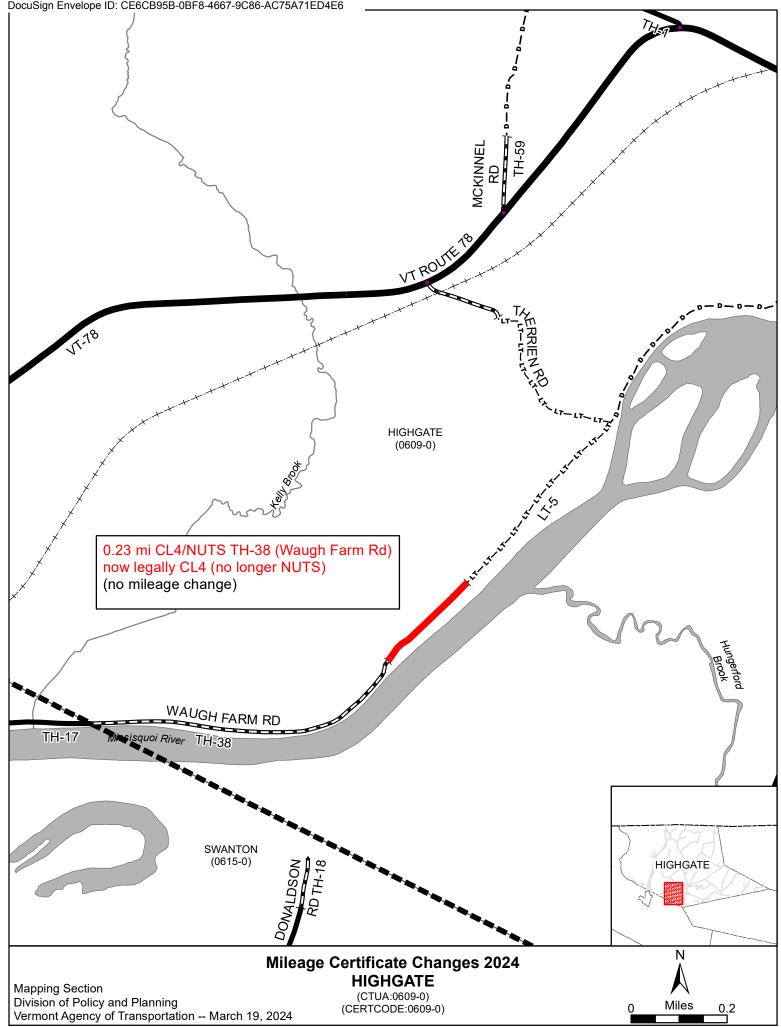
on an oath state that the mileage of highways, according to Vermont Statutes Annotated, Title 19, Section 305, added 1985, is as follows:

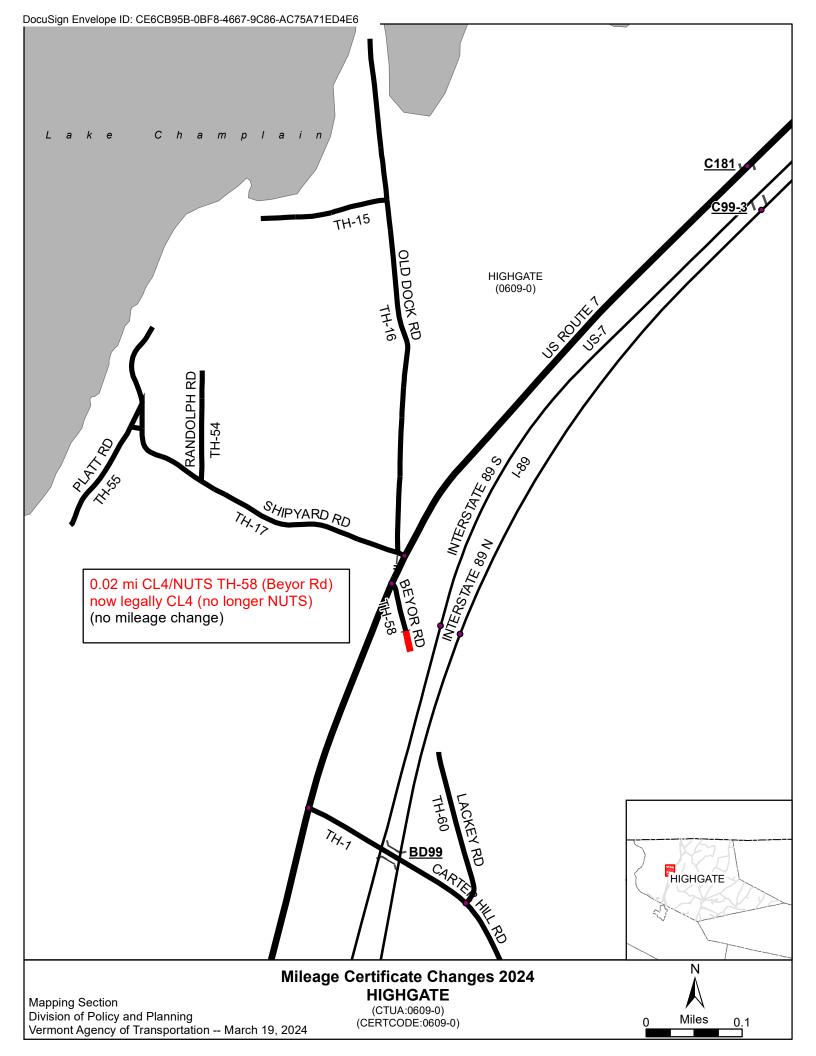
	Томн	Previous	Added	Subtracted		Scenic
	Highways	Mileage	Mileage	Mileage	Total	Highways
	Class 1	0.000			O	
	Class 2	20.920			20.92	
	Class 3	42.88			42.88	
	State Highway	22.695			22,695	
	Total	86.495			86,495	
×	* Class 1 Lane	0.000			6	
я	* Class 4	3.86			3.86	
×	* Legal Trail	4.29			4.29	
×	* Mileage for Class 1	Lane, Class 4, and Leg	gal Trail classificat	ions are NOT include	d in total.	
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TOWN OF HIGHGATE Selectboard Meeting Thursday, June 15, 2023 @ 6:30pm <u>Approved Minutes</u>

NOTE: All actions taken are unanimous unless otherwise stated

Join Zoom Meeting https://uso2web.zoom.us/j/82251397556

*Site visits to Beyor Road, Rheaume Road, Waugh Farm Road beginning at 4:30pm. Those present: Butch Brosseau; Sharon Bousquet; Richard Flint; Merry Souza; Scott Martin

A. Call to Order & Pledge of Allegiance

The meeting was called to order by Sharon Bousquet, Chair @ 6:30pm followed by the Pledge of Allegiance. This meeting was a hybrid of in-person and Zoom video. Participants were in-person unless otherwise noted.

Highgate Selectboard Members – Sharon Bousquet, Chair; Richard Flint, Vice Chair; Scott Martin; Merry Souza; Vern Brosky III

Highgate Office Staff – Wendi Dusablon, Town Clerk & Public Meetings Clerk; Shelley Laroche, Treasurer + DTC Absent – Heidi Britch-Valenta, Town Admin. Public / Other – Travis Belisle; Kevin Many; Craig White (via Zoom)

B. Public Comments

Sue Cota called and wanted the board to know that the State was on Monument Road today cutting trees / replacing trees / moving trees to stabilize where the bank is giving out.

C. Road Reclassification Hearing

Prior to this hearing there were three site visits, which were warned, beginning at 4:30pm. Each of the roads has sections that are classified as Class 3 and are proposed to be changed to Class 4. Each of these sections on Beyor Rd, Rheaume Rd, and Waugh Farm Rd are currently not being maintained as Class 3, so it means no changes to the way things are being done. It is a paperwork clarification with the State. Craig White, Rheaume Road resident, logged on via Zoom and had questions about the reasoning and what it means for him and his property. Sharon read aloud from the warned notice about the site visits and hearing. For Mr. White, as well as the other roads, they will not see any changes to the way those sections of road are maintained, or not maintained, by the town. It is simply a classification change from 3 to 4 to clarify our highway mileage with AOT. Our grant funding is based on mileage of Class 2, 3, and 4 roads in our town, so basically the change to Class 4 for these three sections will mean the State pays us less. We are doing our due diligence to clarify the paperwork and our funding. The warning for this process is attached in full at the end of these minutes. Motion by Richard Flint to change the road classification for a 106' section of Beyor Road, starting 264' from US Route 7 to Class 4. The motion was seconded by Merry Souza – **APPROVED**. Motion by Scott Martin to change the road classification for a 1,479' section of *Rheaume Road*, starting 4,594' from the intersection with US Route 7 to Class 4. The motion was seconded by Richard Flint - APPROVED. Motion by Merry Souza to change the road classification for a 1,215' section of Waugh Farm *Road*, starting 3,644' from the Swanton / Highgate town line to Class 4. The motion was seconded by Scott Martin - APPROVED.

D. Zoning District Change Hearing

Travis Belisle and Kevin Many were present for this warned hearing. A copy of the full warning for this proposal is attached to the end of these minutes. There was previously a warned hearing with the Planning Commission also on this process. Plans were shared with the Selectboard of the entire property and their request is to change the section currently zoned Agricultural to Industrial / Commercial. The property is located southeast of the Lamoille Vallely Rail Trail, commencing at o Waugh Farm Road (formerly known as the VT Brick Factory extraction pit) and extending to the Industrial / Commercial zone boundary located at 1438 VT Route 78 and Therrien Road. There was discussion and questions on the property itself, which was also pulled up on our GIS program for clarification. Kelly Brook runs through the property and essentially separates the zoning districts. The applicants, Highgate Airport Industrial Park LLC, wish to complete an industrial park and foster industrial commercial development in the area surrounding the FC Airport. This area has been identified as a potential Phase II of the water and sewer extension in the Highgate Airport Infrastructure Feasibility Study in 2020. The development at the FC Airport, as well as the completion of the highway in Canada will increase traffic here in Highgate and at our border crossing. Travis and Kevin are looking to develop 15 lots at the site. Utilities were discussed: VT Gas, three phase power, and hopefully to eventually extended water and sewer from the airport. They have also been working with Tim Smith at FCIDC. All permits to cross over the LVRT have been obtained by the State and are recorded here with the town. The entrance will be between the Roach and Lebeau properties on Route 78 (in the area across from Dubois Drive). Following more discussion and questions, each board member shared their thoughts on the proposal and what it means for Highgate. Motion by Richard Flint to extend the already existing Industrial / Commercial boundary line to include the full lot owned by Highgate Airport Industrial Park LLC. The motion was seconded by Vern Brosky III - APPROVED.

E. Treasurer - Shelley Laroche

- Motion by Vern Brosky III to approve and sign the check warrants. The motion was seconded by Scott Martin – APPROVED.
- The delinquent tax balance is \$57,962.46. The assistance program has come to an end.
- Dennise Paradis came in asking about prizes from the Memorial Day parade. She also gave receipts to Keith for the wreaths she made, which have not found their way to the office yet. Her wreaths were beautiful, thank you Dennise! Float winner was RL Vallee \$75.00 and Bicycle winners were Ryker Souza \$20.00 and Ashlyn Machia \$10.00.
- Changes have been made to the personnel policy over the last several meetings, including an added holiday and some employee benefits. Shelley has updated the policy, as necessary, and it is ready for approval and signatures. Sharon has recused herself from this, as she is moving from a Selectboard member to a full-time town employee. Motion by Richard Flint to approve and sign the personnel policy as updated. The motion was seconded by Merry Souza **APPROVED**.

F. Town Clerk - Wendi Dusablon

- Motion by Scott Martin to approve and sign the minutes from *June 1, 2023*, as written. The motion was seconded by Richard Flint **APPROVED**.
- Special Town Meeting floor vote Thursday, July 20th @ 6pm at Highgate Sports Arena. This has been warned with all the information out to the public. A copy of the warning and flyer are both attached to the end of these minutes. This special meeting / vote will determine if the registered voters of the Town of Highgate wish to purchase a parcel from WRB LLC, 18.5 acres off Lamkin Street, for a village wastewater system to serve the VCMP property for future development. More info on this vote is around town, at the office, on social media, and on our website www.highgatevt.org. This is a floor vote, so you must be present in-person to vote. Wendi has reached out to Phil Ladue to see if he is available to moderate this meeting for us. If not, a Selectboard member, or someone they appoint, will

moderate the meeting. The discussion begins at 6pm on July 20^{th} , followed by questions and a floor vote, and then a regular Selectboard meeting to follow – all at Highgate Sports Arena.

- The flooring project is coming up soon. We will be pulling out all the carpet in the front half of the building – main office; listers office; treasurer office, town administrator office; public works office and restroom – and replacing it with the epoxy flooring system to match what we have out back. We will be closed beginning on June 29th to move all the furniture out. Matt Bouchard will be on site to help with all the technology. We will be closed for a period of time, to include new vinyl cove installation, a deep cleaning afterwards by Wicked Klean, and we will move back in beginning on July 13th. The office staff will be working remotely during this time and a flyer has been shared widely on how town business can still occur during this project. Our plan is to be back open with normal hours on Monday, July 17th. The main counter will be replaced also, we still have some details to figure out with that piece.
- The Public Works Director position is posted all over with, so far, no applicants. The board would like us to repost and keep the information out there are much as possible. Shelley can also post it on Indeed if the board would like.
- The listers office completed their mailing of any change in appraised values and will hold grievance meetings on June 20th beginning at 10am. Please contact the listers office by June 20th or come to the office on that day between 10am 2pm.
- The draft surveys for the turn-around locations on Gagne Road and Rheaume Road were reviewed and discussed. Motion by Richard Flint to accept the drafts and pass them along to the legal team for begin the easement agreement paperwork. The motion was seconded by Merry Souza **APPROVED.**

G. Selectboard Items

- The special vote was discussed above. It will be a floor vote on July 20th @ 6pm at Highgate Sports Arena. You must be present to vote, as we vote public questions from the floor. We have discussed this at town meeting several times, and it has yet to be changed, so this is how we have to do it. The purchase price for 18.5 acres from WRB LLC is \$300,000.00 to be covered by a grant and ARPA funds. We cannot move forward with any development on the VCMP property without a wastewater system. This will basically be a large leach field for the "grey water" on the property we will (potentially) purchase from WRB LLC. Sharon also explained that is the vote is successful, we have a \$2 million dollar grant for the construction of the system.
- Motion by Vern Brosky III to sign the letter of support addressed to Abbie Sherman @ VT Economic Development Council for Swanton Village's upgrade project of their water and sewer infrastructure. The motion was seconded by Scott Martin **APPROVED.**
- The residents of Quarry Lane were before the Selectboard on June 1st for their appeal of the board's decision to not take over that road. Each board member spoke on their thoughts and unanimously decided that based on stormwater questions and other concerns, in addition to the added work load for our crew, we are not in a position to take Quarry Lane over. Sharon would like to look into any grant funding she can find, as our new Town Administrator, that could assist us with the possibility of taking over new roads, and all the costs associated with doing so. Motion by Richard Flint to <u>deny</u> the appeal request to take over Quarry Lane as a town road. The motion was seconded by Merry Souza **APPROVED.** Residents of Quarry Lane will be notified of the board's final decision.
- Motion by Vern Brosky III to adopt and sign the Snow Removal Ordinance, which became effective on June 8, 2023. The motion was seconded by Richard Flint **APPROVED.** This ordinance will allow us to fine anyone who would continue to deposit snow into the roadways, which is clearly stated within the policy.
- Merry has been getting calls about fireworks and permits. Info has been posted on our website and social media pages on this topic. Basically, unless you have a permit you are not allowed to have them, and the town does not issue these permits. There was discussion on enforcement, which is tough to do, and the safety of our employees and volunteers is

definitely the top priority. Fines can be issued, and it does not have to be the day of the event. There is a list of municipal employees / elected & appointed officials who can issue fines.

- Merry has gotten complaints about the garage structure on Cross Street / Route 78 owned by Dennis Feeley. Neighbors have complained about noise and emissions from the trucks left running for hours. Merry has reached out to the State for guidance. The renters are actively looking for another location, and one in town will open up soon, so it might take care of itself sooner than later.
- Sharon Bousquet tendered her resignation from the Highgate Selectboard and as Chair. This . will be her last meeting with us as a Selectboard member. She applied for, interviewed, and was offered the full-time position of Highgate Town Administrator, which she will begin on Tuesday, June 20th. She asked everyone to bear with her as she acclimates to her new role. She thanked everyone for their support during her time on the Selectboard, it is one of the better things she has ever done. But she isn't going far and will continue to work with the board and her new co-workers in her new role. The Selectboard vacancy will be advertised beginning tomorrow, with letters of interest due by July 20th @ 4pm. A round of applause was well deserved for Sharon, and we are thankful for her leadership on the Selectboard and look forward to growing that relationship in her new position. The board now needs to reorganize.
- Motion by Vern Brosky III to nominate *Richard Flint* as *Chair* of the Highgate Selectboard. The motion was seconded by Scott Martin – APPROVED. Sharon will be there to support Richard during this transition. Motion by Richard Flint to nominate Vern Brosky III as Vice-*Chair* of the Highgate Selectboard. The motion was seconded by Merry Souza – APPROVED.

Motion by Richard Flint to exit the regular meeting @ 7:43pm. The motion was seconded by Vern Brosky III - APPROVED.

H. Executive Session

Motion by Sharon Bousquet to enter into executive session with Shelley Laroche and Wendi Dusablon @ 7:43pm to discuss personnel, contracts, and legal, where premature general public knowledge would place the town and / or the individuals involved at a substantial disadvantage. The motion was seconded by Merry Souza - APPROVED. Shelley exited executive session @ 7:55pm. Wendi exited executive session @ 8:25pm. Motion by Richard Flint to exit executive session @ 8:45pm. The motion was seconded by Vern Brosky III - APPROVED.

I. Adjournment

Motion by Richard Flint to adjourn the meeting @ 8:45pm. The motion was seconded by Merry Souza - APPROVED.

Respectfully submitted by:

UVVY-

Minutes Approved by:

Ruho

Wendi Dusablon Town Clerk & Public Meetings Clerk

Richard Flint Selectboard Chair

NOTICE OF PUBLIC HEARING TO CONSIDER THE RECLASSIFICATION OF THE FOLLOWING TOWN HIGHWAYS:

Interested persons and persons owning or interested in lands through which the Town Highway, or sections thereof, as described below, may pass or abut are hereby warned of a public hearing to be held by the Selectboard of the Town of Highgate VT to consider the reclassification of said roads as described below. Pursuant to 19 V.S.A. § 709, the proceedings will commence with an examination of each of the premises, convening at places and times as outlined below. No testimony shall be accepted at the site visits. Following the examinations of all the premises, the Selectboard of the Town of Highgate will meet at the Municipal Building to receive testimony from any interested parties. The Selectboard shall issue a written decision within 60 days of the hearing.

Date of Examinations and Hearing:

Thursday, June 15, 2023

Time of Hearing:

<u>6:30pm</u>

Location of Hearing:

<u>Highgate Municipal Building</u> 2996 VT Route 78 <u>Highgate Center VT</u>

Descriptions:

Town Hwy #58 - Beyor Road

A 106' section of Town Hwy #58 known as **Beyor Road**, currently listed as Class 3, will be classified as Class 4, starting 264' from US Route 7

Date / Time / Location of Examination:	6/15/23	4:30-4:45pm
· · · · · · · · · · · · · · · · · · ·	near 55 Be	yor Road

Town Hwy #9 - Rheaume Road

A 1,479' section of Town Highway #9 known as **Rheaume Road**, currently listed as Class 3, will be classified as Class 4, starting 4,594' from the intersection with US Route 7

Date / Time / Locati	on of Examination:
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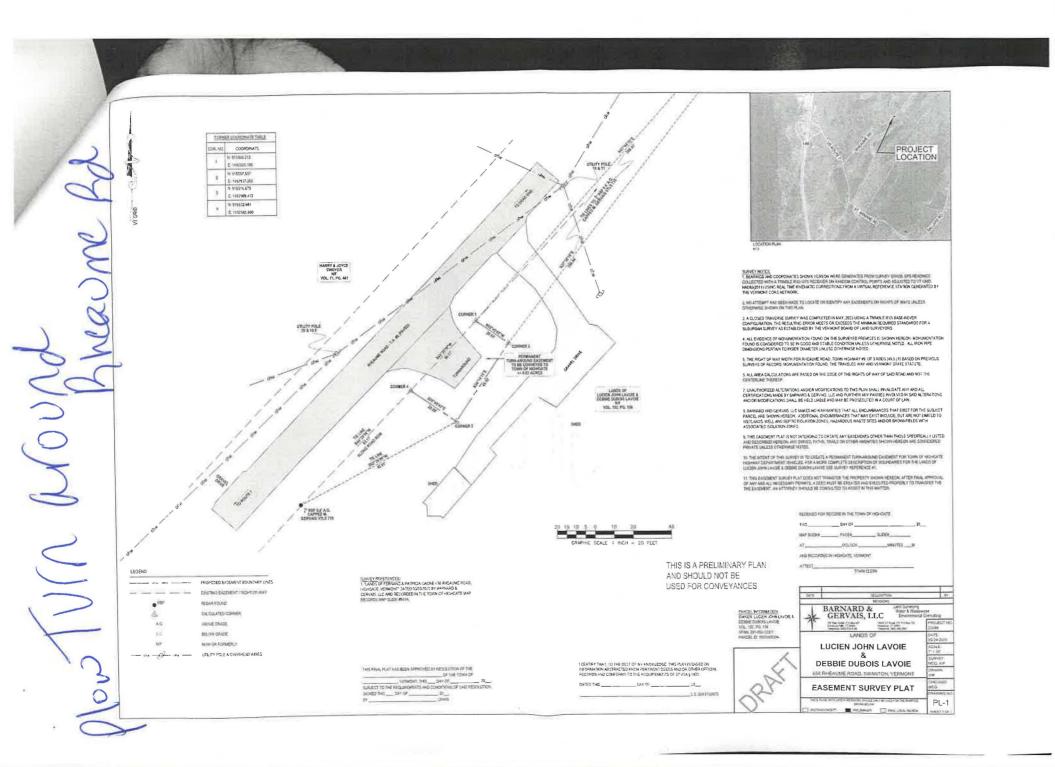
<u>6/15/23</u> <u>5:00-5:15pm</u> @ 658 Rheaume Road

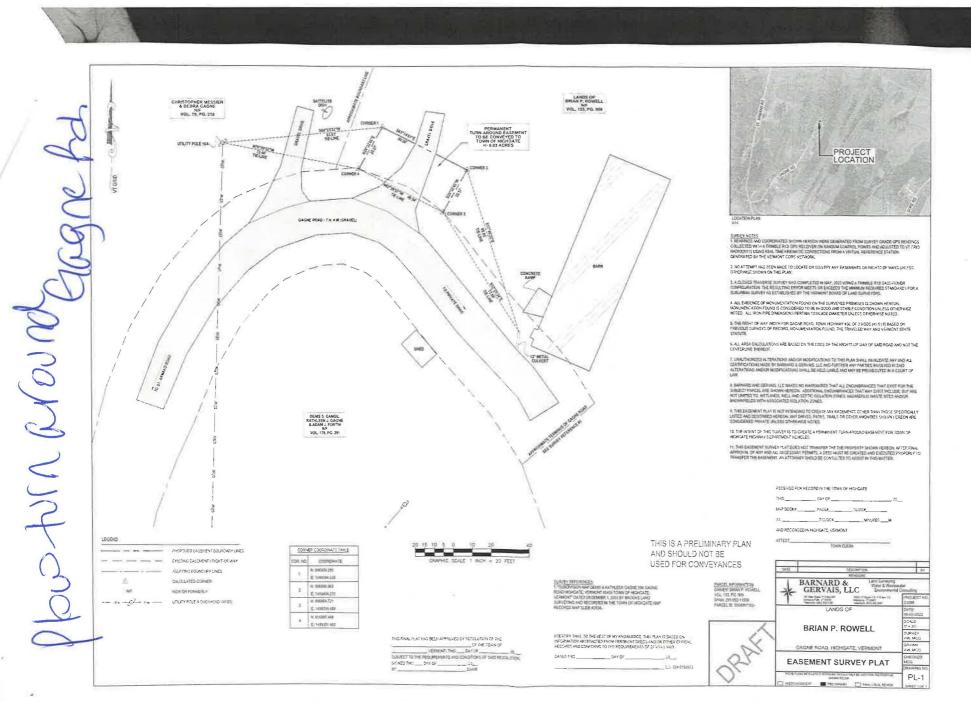
Town Hwy #38 - Waugh Farm Road

A 1,215' section of Town Highway #38, known as **Waugh Farm Road**, currently listed as Class 3, will become Class 4, starting 3,644' from the Swanton/Highgate town line

Date / Time ,	Location of Examination:	
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6/15/23	5:30-5:45pm
@ 581 Waug	h Farm Road

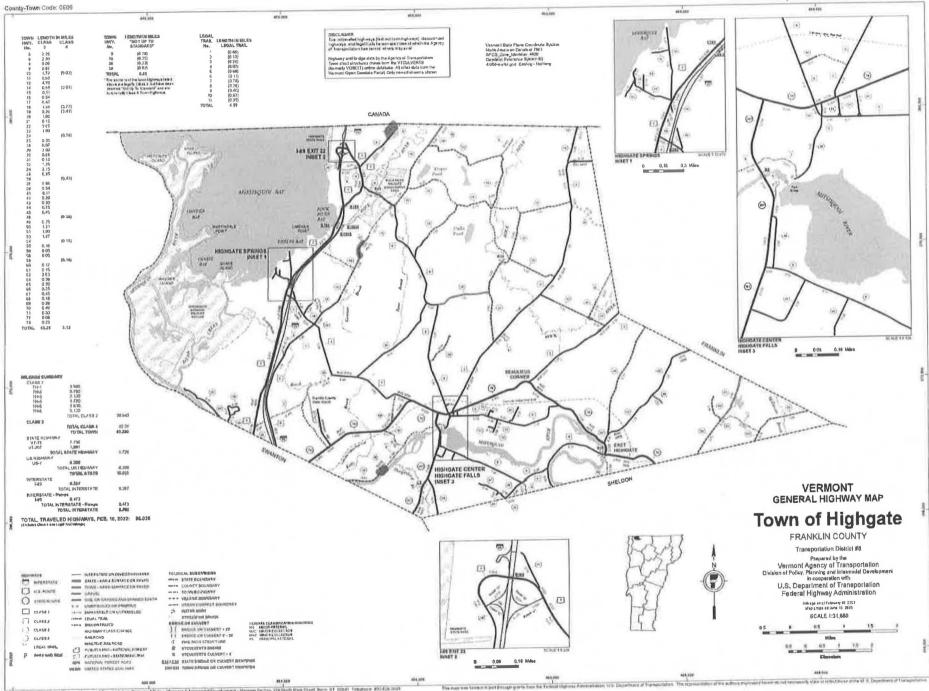






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HIGHGATE, FRANKLIN COUNTY - 2022



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