

**TOWN OF HIGHGATE**  
**Reorganizational Meeting @ 6pm**  
**Regular Selectboard Meeting @ 7pm**

**March 16, 2017**  
**Approved Minutes**

*NOTE: All actions taken are unanimous unless otherwise stated.*

**REORGANIZATIONAL MEETING @ 6:00pm**

**A. Call To Order**

The meeting was called to order by outgoing Chair, Chris Yates, @ 6:01pm. Present were: Chris Yates, Sharon Bousquet, Randy Connelly, Josh LaRocque, Bruce Butler, Steve LaFar, Heidi Britch-Valenta, Wendi Dusablon, Jeff Towle, Greta Brunswick - NRPC

**B. Reorganize the Selectboard**

The floor was opened up for nominations for Selectboard Chair. Steve LaFar nominated Sharon Bousquet for Chair, seconded by Josh LaRocque. Sharon Bousquet nominated Josh LaRocque for Chair, seconded by Randy Connelly. Sharon received four (4) votes (Josh, Randy, Bruce & Steve) and Josh received one (1) vote (Sharon). *Sharon Bousquet is the new Chair of the Highgate Selectboard* – **APPROVED**. Sharon then opened up the floor for nominations for Selectboard Vice-Chair. Steve LaFar nominated Josh LaRocque for Vice-Chair, seconded by Randy Connelly. There were no other nominations. *Josh LaRocque is the new Vice-Chair of the Highgate Selectboard* – **APPROVED**.

**C. Other Business**

- *Appoint Town Agent* - Jeff Towle is our current town agent. He was present and feels that the best transition is to appoint Chris Yates as Town Agent for a one year term. This is an elected position, but no one ran and no one got enough write in votes either, so the Town Agent position needs to be appointed by the Selectboard. Chris has established relationships with regard to the Machia property and is knowledgeable regarding pending solar projects going on in town. Motion by Randy Connelly to appoint Chris Yates as Town Agent for a term of one year. The motion was seconded by Josh LaRocque – **APPROVED**.
- *Appoint Road Commissioner* - Chris took on a lot of projects and wore many hats in his time here. He was also the Road Commissioner. Josh LaRocque is interested in the position. Motion by Sharon Bousquet to appoint Josh LaRocque as Road Commissioner for a one year term. Bruce Butler asked Josh if he had the time, Josh believes he does. The motion was seconded by Steve LaFar – **APPROVED**. Sharon added that she would like the entire board to be more involved in other aspects of town government and to share more of the responsibilities.
- *Solar Negotiating Advisory Group (SNAG)* – Motion by Sharon Bousquet for Bruce Butler to join the Solar Negotiating Advisory Group. The motion was seconded by Josh LaRocque – **APPROVED**. The group will now be made up of Bruce Butler, Chris Yates, Josh LaRocque and Heidi Britch-Valenta.
- *Machia Property Development Team* – Motion by Sharon Bousquet to appoint Randy Connelly, Steve LaFar and Chris Yates to the Machia Property Development Team with regard to the sale and phase one testing of the property. The motion was seconded by Bruce Butler – **APPROVED**.
- *Durkee Road Easement (Laroche Farm)* – This involves a culvert replacement. Josh volunteered to be the point person and will handle the paperwork associated with getting this project going.

**D. Greta Brunswick – NRPC**

Greta was present to discuss the Machia properties (14 St. Armand Road and 3119 VT Route 78). These were recently approved at Town Meeting on March 7<sup>th</sup> by the voters to purchase, pending a town vote and phase one testing. The

discussion touched on several issues including remediation, corrective action, clean up funding options, timelines and options moving forward.

**E. Adjournment**

Motion by Sharon Bousquet to adjourn @ 7:01pm, seconded by Randy Connelly  
- **APPROVED.**

**REGULAR SELECTBOARD MEETING @ 7:00pm**

**A. Call To Order & Pledge of Allegiance**

The meeting was called to order by Sharon Bousquet, Chair @ 7:04pm followed by the Pledge of Allegiance.

**Highgate Selectboard Members** – Sharon Bousquet, Chair; Josh LaRocque, Vice-Chair; Randy Connelly; Bruce Butler; Steve LaFar

**Highgate Office Staff** – Wendi Dusablon, Town Clerk; Heidi Britch-Valenta, Town Administrator; *absent – Shelley Laroche, Treasurer*

**Public / Other** – Alice S. Cota; Rich Wilkens; Jean Chevalier; Joseph Depatie; Chris Uzell; Kellie Uzell; Jeff Towle

**B. Public Comments**

- Sharon thanked Chris Yates for his time on the Selectboard and his service to the Town of Highgate. She recapped the reorganizational meeting held @ 6pm. Sharon is now the Chair, Josh is now the Vice-Chair, Randy was not on the ballot this year, Bruce was elected to a three year term and Steve was elected to a two year term.
- Jean Chevalier stated she is totally disappointed with the Selectboard and the way some articles were handled at Town Meeting, particularly the Machia property article and the CIP article. She feels the board was hiding money, referring to the general fund reserves, and neglecting repairs to the municipal building. Jean also feels it was a dereliction of duty on the part of the Selectboard. Randy asked Jean to clarify what she was saying, noting that it's a public record where the money is. Sharon added that the general fund reserve has grown over time and with the recent audit the auditors advised us that 10% is an appropriate amount to hold in reserve. This reserve is so we do not have to borrow in anticipation of taxes. Shelley came on board as town treasurer in June 2015. The fund was already there and growing prior to her being hired. We are now aware that the fund balance is higher than it should be. Jean stated that the issue with the fire department floor is being blown out of proportion and there was a lot of hype associated with the open house event in November and the repairs needed at the municipal building. The board has lost her trust and that is how it will stay. She further stated that the funds to make the needed repairs have been within their means all along. Heidi spoke, in Shelley's absence, that the reserve fund is noted in the town report and has nothing to do with just this particular board, it has been there all along and that has involved several previous boards. Kellie Uzell asked how the board could not be aware of the balance being that high, and asked what they sign at each meeting. They are signing check warrants at each meeting. Jean wants tighter eyes on fiscal revenue, and Sharon agreed. Bruce does not agree with Jean that there has been a dereliction of duty. They are dealing with the knowledge and circumstances they have at the time. We have an elected treasurer who is doing a great job and putting better controls in place. Josh pointed out that the board is not wasting money and that they are tax payers too. Sharon wants to start fresh and encourage transparency. As information is brought to the board's attention, they will bring it forward.
- Sue Cota expressed concern about the plowing at the end of Monument Road and recent changes to the way it has been done. Josh is the newly appointed road commissioner and will speak to Sue afterwards.

**C. Town Clerk Updates – Wendi Dusablon**

**1. Minutes from March 2<sup>nd</sup>**

Motion by Josh LaRocque to approve the minutes from March 2, 2017, as written. The motion was seconded by Randy Connelly – **APPROVED.**

**2. Town Meeting Day Recap**

Wendi gave a quick recap of the articles and elections on March 7<sup>th</sup>. Complete results can be seen below:

Results

2017 Town Meeting Warning - Highgate Vermont

The legal voters of the Town of Highgate, Vermont, are hereby notified and warned to meet at the Highgate Elementary School in the Town of Highgate on Tuesday, March 7, 2017 between the hours of seven o'clock in the forenoon (7:00 A.M.), at which time the polls will open, and seven o'clock in the evening (7:00 P.M.), at which time the polls will close, to vote by Australian ballot upon the following Articles of Business:

ARTICLE #1: To elect the following town officers:

- 1) One Moderator for the ensuing year;
- 2) One Town Agent for the term of one (1) year;
- 3) One Selectboard Member for the term of two (2) years;
- 4) One Selectboard Member for a term of two (2) years terminating on a three (3) year term;
- 5) One Schoolboard Member for the term of three (3) years;
- 6) One Lister for the term of three (3) years;
- 7) One Trustee of Town Funds for the term of three (3) years;
- 8) One Library Trustee for the term of five (5) years;
- 9) One Cemetery Commissioner for the term of five (5) years;

voice vote - PASSED

The legally qualified voters of the Town of Highgate, Vermont are hereby warned and notified to meet at the Highgate Elementary School Gymnasium on Tuesday, March 7, 2017 at 10:00 a.m. to transact the following business:

ARTICLE #2: To receive and act on the reports of the town officers for the past year

voice vote - PASSED

Results

2017 Town Meeting Warning - Highgate Vermont

RECESS TOWN MEETING AND ENTER TOWN SCHOOL DISTRICT MEETING TO TRANSACT THE FOLLOWING BUSINESS:

ARTICLE #1: To elect from the legal voters of said Town the following officers:

- 1. One Moderator for the ensuing year: Kyle Lothian
- 2. One School Director for the term of two (2) years: Richard Flint
- 3. One School Director for the term of three (3) years: Connie Bejer

voice vote - PASSED

ARTICLE #2: To act upon the reports of the School Directors

voice vote - PASSED

ARTICLE #3: Will the voters of the Highgate Town School District authorize the School Directors to borrow money to pay current expenditures in anticipation of taxes and in lieu notes for that purpose?

voice vote - PASSED

ARTICLE #4: Shall the voters of the Highgate Town School District approve the School Directors to expand expenditures which in the amount the School Directors have determined to be necessary for the ensuing fiscal year? It is estimated that this proposed budget, if approved, will result in education spending of \$4,982,640 per equalized pupil. This proposed spending per equalized pupil is 7.9% higher than spending for the current year.

paper ballot as amended - PASSED 100%

\$4,982,640 \$13,727.00 7.9%

ARTICLE #5: To transact any other business legally authorized to be transacted, reconsidered, appropriate and necessary when met.

voice vote - PASSED

Held at Highgate Center, Vermont this 2<sup>nd</sup> day of February, 2017.

Anne Dora Keyser  
Connie Bejer  
Richard Flint  
Chris Shepard

David F. Robly  
David Robly  
Nola Gilbert

Results

2017 Town Meeting Warning - Highgate Vermont

ADJOURN THE TOWN SCHOOL DISTRICT MEETING AND RECONVENE THE TOWN MEETING

- ARTICLE #3: Shall the voters of the Town of Highgate appropriate \$50,000 to be held in escrow to be used for the Highgate Public Library building fund? **voice vote - PASSED**
- ARTICLE #4: Shall the voters of the Town of Highgate authorize the Selectboard to borrow \$150,000 of General Fund reserves for the purchase price of the properties located at 15 St. Armand Road and 3119 VT Route 78 from the Egleston Madelin Group, for the purposes of increasing employment, income, business and professional and to plan the orderly growth of the Town in the face of increasing development pressures in the interests of the public health, safety and welfare? **voice vote - PASSED**
- ARTICLE #5: Shall the voters of Town of Highgate appropriate the sum of \$7,434 for home health services provided by Franklin County Home Health Agency, Inc.? **voice vote - PASSED**
- ARTICLE #6: Shall the voters of the Town of Highgate appropriate \$10,000 to be utilized for Franklin County Sheriff's Office structural investigations? **hand count - PASSED**
- ARTICLE #7: Shall the voters of the Town of Highgate appropriate ~~\$322,667~~ <sup>\$222,667</sup> authorized to meet the expenses and liabilities of the Capital Improvement Plan, with an estimated ~~\$366,667~~ <sup>\$222,667</sup> to be raised by taxes? **voice vote as amended - PASSED**
- ARTICLE #8: Shall the voters of the Town of Highgate appropriate \$975,448 to meet the expenses and liabilities of the General Fund, with an estimated \$398,714 to be raised by taxes? **voice vote - PASSED**
- ARTICLE #9: Shall the voters of the Town of Highgate appropriate \$713,924 to meet the expenses and liabilities of the Highway Fund, with an estimated \$573,214 to be raised by taxes? **voice vote - PASSED**
- ARTICLE #10: Shall the voters of the Town of Highgate authorize the Selectboard to sell the Cherry Hill property located on Shawsheen Road (parcel #0020079080 11.40 acres)? **voice vote as amended - PASSED**  
*2 fair market value in an effort to reduce taxes*
- ARTICLE #11: Shall the voters of the Town of Highgate authorize the Selectboard to sell the DeCourcy property located on VT Route 78 (parcel #0020078283 4.20 acres)? **voice vote as amended - PASSED**  
*2 fair market value in an effort to reduce taxes*
- ARTICLE #12: Shall the voters of the Town of Highgate authorize the Selectboard to sell the Landon Street property located near the elementary (parcel #0020002059 0.12 acres)? **hand count - DEFEATED 01-47**

Results

2017 Town Meeting Warning - Highgate Vermont

- ARTICLE #13: Shall the voters of the Town of Highgate vote all public questions by Australian ballot? **voice vote - TABLED**
- ARTICLE #14: Shall the voters of the Town of Highgate set the final date of payment for the FY2018 property taxes to be Wednesday, November 1, 2017 with payments to be received in the town office by 5:00pm? **voice vote - PASSED**
- ARTICLE #15: To transact any other business legally authorized to be transacted, considered proper and necessary when met. **voice vote - PASSED**

Dated at Highgate Center this 2<sup>nd</sup> day of February, 2017.

*Wendy Dusablon*  
Attest: Wendy Dusablon, Town Clerk

*Christopher Vezio*  
Christopher Vezio, Selectboard Chair

*Sharon Bousquet*  
Sharon Bousquet, Selectboard Vice-Chair

*Harold Connolly*  
Harold Connolly, Selectboard Member

*James J. Messinger*  
James J. Messinger, Selectboard Member

*Bruce Butler*  
Bruce Butler, Selectboard Member

Results

**OFFICIAL BALLOT  
ANNUAL TOWN MEETING  
HIGHGATE, VERMONT  
MARCH 7, 2017**

**INSTRUCTIONS TO VOTERS**  
A. TO VOTE, completely fill in the OVAL to the RIGHT of your choice(s) like this:   
B. Follow directions as to the number of candidates to be marked for each office.  
C. To vote for a person whose name is not printed on the ballot, write the candidate's name on the line provided and completely fill in the OVAL.

<b>BOARD OF LISTERS</b> <small>vote for not for a term of three years more than ONE</small> JEFF TOWLE 402 <input type="radio"/>	<b>SELECTBOARD MEMBER</b> <small>vote for not for a term of two years more than ONE</small> STEVEN LAFAR 391 <input type="radio"/>	<b>TOWN AGENT</b> <small>vote for not for a term of one year more than ONE</small> <input type="radio"/>
<b>CEMETERY COMMISSIONER</b> <small>vote for not for a term of two years more than ONE</small> CHARLES T. NYE 425 <input type="radio"/>	<b>SELECTBOARD MEMBER</b> <small>vote for not for a term of two years more than ONE</small> SHARON BOUSQUET 409 <input type="radio"/>	<b>TOWN MODERATOR</b> <small>vote for not for a term of one year more than ONE</small> Kyle Lothian 410 <input type="radio"/>
<b>LIBRARY TRUSTEE</b> <small>vote for not for a term of two years more than ONE</small> ALYSSA RYAN 405 <input type="radio"/>	<b>SELECTBOARD MEMBER</b> <small>vote for not for a term of two years more than ONE</small> BRUCE BUTLER 215 <input type="radio"/> JOHN P. PATNODE 164 <input type="radio"/>	<b>TRUSTEE OF THE TRUST FUNDS</b> <small>vote for not for a term of three years more than ONE</small> <input type="radio"/>

*mvu budget passed by 9 votes!*

*Denis Boucher kept his seat on mvu School Board*

Results

**OFFICIAL BALLOT  
HIGHGATE TOWN SCHOOL DISTRICT  
SPECIAL MEETING MARCH 7, 2017**

The Board of School Directors of Highgate Town School District proposes to incur bonded indebtedness for the purpose of making necessary school building improvements to the Highgate Elementary School. State funds may not be available at the time this project is otherwise eligible to receive state school construction aid. The District is responsible for all costs incurred in connection with any borrowing done in anticipation of the receipt of school construction aid.

**ARTICLE I**

Shall general obligation bonds or notes of the Highgate Town School District in an amount not to exceed Three Hundred Forty-Five Thousand Dollars (\$345,000), subject to reduction from the receipt of available state and federal grants-in-aid, the application of reserves, and other financial assistance, be issued for the purpose of financing school building improvements, namely, parking lot repair and reconstruction at the Highgate Elementary School, at an estimated cost of Three Hundred Forty-Five Thousand Dollars (\$345,000)?

If in favor of the proposition issue, make a cross (x) in this square:  216 yes

If opposed to the proposition issue, make a cross (x) in this square:  240 no

3 Blank

### 3. Misc. Appointments

All appointments were approved by the board, unanimously.

Delinquent Tax Collector	1 yr.	Shelley Laroche	Motion by Josh, seconded by Randy
Tree Warden	1 yr.	Patrick Loyer	Motion by Josh, seconded by Steve
Animal Control Officer	1 yr.	Vonnie Lamotte	Motion by Josh, seconded by Sharon
Asst. Animal Control	1 yr.	Kristy Brow	Motion by Randy, seconded by Bruce
Deputy Health Officer	1 yr.	Ben Lowell	Motion by Josh, seconded by Randy
NW Regional Planning Rep.	1 yr.	Richard Noel	Motion by Josh, seconded by Bruce
Transportation Adv. Comm.	1 yr.	Richard Noel	Motion by Josh, seconded by Randy
Clean Water Adv. Comm.	1 yr.	Jeff Towle	Motion by Josh, seconded by Bruce
NW Solid Waste Dist. Rep.	1 yr.	Ben Lowell	Motion by Josh, seconded by Bruce
Finance Committee	1 yr.	Jean Chevalier	Motion by Randy, seconded by Sharon
Development Review Board	3 yr.	Richard Trombley	Motion by Josh, seconded by Bruce
Development Review Board	3 yr.	Tim Reynolds	Motion by Josh, seconded by Randy
Planning Commission	3 yr.	Thomas Conley	Motion by Randy, seconded by Josh
Trustee of Trust Funds	1 yr.	David Roddy	Motion by Randy, seconded by Steve
Parks & Rec. Committee	1 yr.	Randy Connelly	Motion by Josh, seconded by Sharon

There is still an opening for an NRPC rep (Steve may be interested) and also on the Parks & Recreation Committee. There were other appointments made earlier this evening (Town Agent, Road Commissioner, Solar Negotiating Advisory Group, Machia Property Development Team) at the 6pm meeting, see minutes on page 1. There were questions from the public on what the role is of the Town Agent. Sharon also thanked Kyle Lothian for the great job he did for us as Moderator this year! She also thanked Wendi, Shelley and Heidi for all their hard work at Town Meeting. There was some discussion on using cordless microphones vs. having people come to the microphone in the aisle and some suggestions for next year.

#### 4. Dog warrant for 2017

Motion by Sharon Bousquet to sign the dog warrant for the ACO & Asst. ACO for 2017. The motion was seconded by Josh LaRocque – **APPROVED**. Sharon read aloud the warrant that is signed by the Selectboard every year. The deadline to register dogs is Friday, March 31<sup>st</sup> before late fees and possible fines will be imposed.

#### 5. Rabies Clinic – March 18<sup>th</sup> 10am – noon

Vaccinate your pets this Saturday, March 18<sup>th</sup> from 10am – noon at the Highgate Fire Station - \$10 rabies, \$15 distemper, \$20 for both. Paws For Thought will be the vet on duty. Dog licenses for Highgate residents will also be available at the clinic \$12 spay / neutered or \$16 not spay / not neutered. Cash or checks only at the clinic, no credit cards.

### D. Administrator Items – Heidi Britch-Valenta

#### 1. Fire Department floor RFP

There was discussion about full floor replacements vs. partial replacement. After the discussion regarding the CIP article at Town Meeting, it sounds like enough money was dedicated to this project for a full replacement. Sharon noted that 1/3 of the floor will never see the weight of trucks and is not damaged at this point. Rich Wilkens spoke at Town Meeting and was asking the voters to consider a full floor replacement. Joe agrees with Rich, adding that the line item for the new truck was lowered because the floor is a priority. Joe would also like to change the side door. It swells in the summer months and there have been issues due to the expansion. Sharon would like to see that door changed, but the funds won't come from the CIP. Steve said a thinner hinge could help. Back on the topic of the floor, the board and members of the public that were present took a brief recess to go and look at the issues with the fire department floor. Joe would like to at least repair past the drains which would be about 2/3 of the overall floor. Josh noted that one more load of concrete would do the whole thing. The town voted, and there is \$60,000.00 in that line item to replace the floor, if needed. An RFP will be done up for complete floor replacement. There was discussion on what the town crew could do to minimize costs. There was also discussion on hiring someone to be the project manager or clerks of the works to oversee the entire project and make sure everything is being done to specs (concrete, testing, compaction, pouring, etc.). We have already engaged Tim Hardy in this process, so Heidi will reach out to him for pricing on professional services. We will wait to make a motion until we see his proposal. We can then put the RFP out and get on schedules for this construction season. Randy is thinking more along the lines of Tim Hardy's original fix of just the affected area. Bruce got the feeling at town meeting that the majority would like to see a full replacement. Steve LaFar cautioned

the board on what can happen if you try to save and cut corners now, we could pay for it down the road. He would like to see the experts do the job, even the compacting. Chris Uzell reminded the board that a power line goes through the floor, and that needs to be noted in the RFP.

**2. BBR Grant**

This grant will look at repairs on Mill Hill to try and save the bank from moving down the slope. The road is showing signs of stress. Heidi will be working with Pat Loyer on this. The maximum project amount for the grant is \$50,000.00 and our match would be \$8,000.00 which can be made up in equipment and labor with our crew. The work will include adjusting the culvert and adding a splash pool with more drainage further down the hill. A small lip will be added so the water on the upper side will not run to the opposite side, but we don't want it going over the edge either. Motion by Josh LaRocque to submit the grant as is at \$43,000.00. The motion was seconded by Bruce Butler – **APPROVED**. Randy asked if it will affect homeowners there. There will be very little time that the road will be closed during the culvert replacement only. This is not a high traffic area.

**3. Rise VT**

There is \$3,000.00 available that was previously going to be used for the bus shelter that is no longer needed for that project. We had some good ideas for the money to be used on maintenance for the walking path and future sidewalk. Josh asked about using the funds for Parks & Recreation. We need to move on this grant money and we have not heard back from the P&R committee. Pat gave Heidi some information on using the money towards grooming equipment for the trail. Randy and Josh would like to give P&R more time for their proposal. Randy is now appointed to that committee and will follow up on this. Heidi will contact Betsy Fournier with Rise VT about timing and if a special meeting is needed before April 6<sup>th</sup> the board will accommodate that so we don't lose the \$3,000.00 grant funding.

**4. FireProTec proposals**

There are invoices in the drop box for work that has been done. We are behind on several items so there was a lot to be done. Sharon read aloud from the list of work yet to be completed. These proposals are based on mandated issues, such as fire code, at various town buildings. Josh wanted some clarification on the items noted as "to be installed by you". There was some discussion on emergency lighting. Motion by Randy Connolly to accept the following quotes from FireProTec: Q24671 \$175.15 for the fire department; Q24674 \$92.60 for the library; Q24673 \$409.00 for the highway department. The motion was seconded by Sharon Bousquet – **APPROVED**. The other quotes Q24675 \$158.80 for the municipal offices and Q24676 \$190.35 for the arena we will get some pricing from Mike's Electric (MEI).

**5. Emergency Operations Plan**

This is updated and renewed each year based on turnover. Please look it over and bring forward any changes to Heidi.

**6. Letter from FNLC**

This is the first year we have not given Friends of Northern Lake Champlain an allocation. In the past we have given them \$2,500.00. Our procedure changed and anything over \$1,000.00 needs to be petitioned. Due to staff changes, it fell through the cracks in their transition. FNLC does wonderful things, but where will the funds come from, we did not budget for this. Sharon asked Jeff Towle to speak to the role FNLC plays for municipalities. Heidi also noted that the parking lot bond issue failed on Town Meeting Day, so she got on the phone with Kent Henderson who came over and they want to help. FNLC is eager to sponsor a project involving a very large grant at the school. We are all in this together. The rainwater from the school feeds into Frog Pond that goes into the river and ends up in Missisquoi Bay. They have lots of ideas on how to keep storm water on school property using green alternatives. As far as funding an allocation, we would need to speak with Shelley about this. Randy pointed out that our reserve fund remains a ways away from the 10% suggested amount.

**E. Selectboard Items**

**1. Check Warrants**

There were no questions regarding the check warrants.

**2. Arena Update**

Josh gave an overview of the ice season. The ice will be coming out this Saturday. There are still outstanding issues with the dehumidifier and they

continue to battle with VHV. There needs to be more conversation with VHV and the town, because this is now above the facilities board. We need to dig up the original RFP and all the specs and shut down each of the bullet points they addressed in their lengthy email. Josh will forward the email to Heidi. The Selectboard did not want to go with the new coil, but MAHA wanted to and did. You have to go through all the hoops to get to the end product, which is where we are at now. VHV donated the coil and MAHA hired the electrician to wire it up. The hockey season was a great one, with lots of youth as well as adults using the facility. We offered residency cards for Highgate residents for reduced rates on some activities. The turf will be going in soon, turf rental is \$50.00 per hour, contact Karen Fortin to rent the facility. They will be offering street hockey this year as well as roller skating will be coming back to the arena! The White Tails Unlimited banquet will be held at the arena in September, which will hold 400 people. New bleachers are being installed in June. Josh thanked the highway crew for clearing the arena lot all winter.

**3. Machia Property Management Team**

This team will be made up of Randy Connelly (Selectboard), Steve LaFar (Selectboard) and Chris Yates (Town Agent). This will be moving forward with a phase one study and we will go from there. Jean asked about dates and time frames for the study. Greta Brunswick from NRPC was here earlier and she will be helping us translate what phase one means. We should have more information in the next month or so. We will wait and see if a more in depth phase two is needed. Funds are available for that process and would not include town money. No closing date has been set for closing on the property, that is dependent on test results. The management team will only see the process through, they will not be deciding what happens there. The board will want input from the town. Rich Wilkens asked that the Planning Commission also be actively involved and included in the process.

**4. Misc.**

- March 21<sup>st</sup> @ 6pm at the Planning Commission meeting there will be grant specialists coming in to discuss different avenues the town can take. Rich invited everyone to participate in the PC meetings, which are held the third Tuesday of each month @ 6pm.
- Brandi Maskell is looking for permission to tap five or six maple trees on town property over by the veterinarian's office. She works at the school and wants to show the children how the process works. We have previously had a request to tap trees in the municipal park which was declined. That project was for personal gain and the trees in that park are not as healthy. Motion by Josh LaRocque to allow Brandi Maskell to tap five or six trees on town property over by the vet's office for the school children. The motion was seconded by Steve LaFar – **APPROVED.**

**F. Upcoming Events**

March 18	10am – Noon	Dog & Cat Rabies Clinic @ HVFD
March 21	6pm	Planning Comm. Mtg.
April 4	6pm	Parks & Rec. Mtg.
April 5	6:30pm	Library Trustee Mtg.
April 6	7pm	Selectboard Mtg.

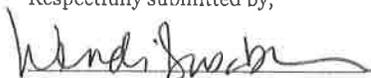
**G. Executive Session**

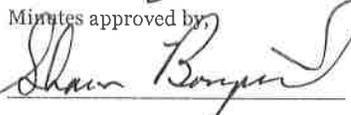
Motion by Sharon Bousquet to enter into executive session @ 8:53pm with the Town Administrator to discuss contracts, where premature general public knowledge could place the town or the individuals involved at a substantial disadvantage. The motion was seconded by Randy Connelly – **APPROVED.**  
 Motion by Sharon Bousquet to exit executive session @ 9:35pm. The motion was seconded by Randy Connelly – **APPROVED.**

**H. Adjournment**

Motion by Josh LaRocque to adjourn the meeting @ 9:40pm. The motion was seconded by Bruce Butler – **APPROVED.**

Respectfully submitted by,

 Wendi Dusablon, Highgate Town Clerk

Minutes approved by,  
 Sharon Bousquet - Chair, Highgate Selectboard