

# TOWN OF HIGHGATE Selectboard Meeting & Pre-Town Meeting Information Session

Thursday, February 21, 2019 @ 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 @ 7:00pm, followed by the Pledge of Allegiance.

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

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

**Public / Other** – Woody Rouse; Tom Conley; John Ferland; David Rouse; Henry Rainville; Ty Choiniere; Ryan Maskell; Luc Dupuis; Mark Gilbert

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

- None

### **C. Pre-Town Meeting Information Session**

Sharon Bousquet read through the 2019 Town Meeting Warning, followed by any questions or comments on each article. Extra 2018 Town Reports were available to follow along.

#### **ARTICLE #1: To elect the following town officers:**

- 1) ***A Moderator for the ensuing year;***
- 2) ***One Town Clerk for a term of three (3) years;***
- 3) ***One Town Treasurer for a term of three (3) years;***
- 4) ***One Selectboard Member for the term of two (2) years;***
- 5) ***One Selectboard Member for the term of three (3) years;***
- 6) ***One Lister for the term of one (1) year remaining on a three (3) year term;***
- 7) ***One Lister for the term of two (2) years remaining on a three (3) year term;***
- 8) ***One Lister for the term of three (3) years;***
- 9) ***One Trustee of Trust Funds for the term of three (3) years;***
- 10) ***One Library Trustee for the term of five (5) years;***
- 11) ***One Cemetery Commissioner for the term of five (5) years;***

Henry Rainville asked if there were any open positions – yes, the lister position for 1 year remaining on a 3 year term is vacant and no one is running. This is the remainder of Jeff Towle's term. Wendi noted there are no races on our town ballot this year. Each position received just one petition, with the exception of the lister position mentioned above.

**ARTICLE #2: To receive and act on the reports of the town officers for the past year.** There were no comments or questions on this article.

**ARTICLE #3: Shall the voters of the Town of Highgate set the final date of payment for FY2019/2020 property taxes to be Friday, November 1, 2019 with payments to be received in the town office by 4:30pm?** There were no comments or questions on this article.

**ARTICLE #4: Shall the voters of the Town of Highgate appropriate \$7,424 for home health services provided by Franklin County Home Health Agency, Inc.?** John Ferland asked about the figure \$7,424.00 and what that is based on. It is the same amount they asked for in previous years and is based on per capita, we believe. David Rouse had questions about the petition process and why it is required every year. The town's policy was explained that requests over \$1,000.00 require a petition yearly to be received by the Town Clerk by the date state set by state statute. Requests under \$1,000.00 require a letter to the Town Clerk by Dec. 1st.

**ARTICLE #5: Shall the voters of the Town of Highgate amend the start time for Town Meeting beginning in March 2020 to 9:00am?** There were no comments or questions on this article.

**ARTICLE #6: Shall the voters of the Town of Highgate appropriate \$450,000 to meet the expenses and liabilities of the Capital Improvement Plan, with an estimated \$450,000 to be raised by taxes?** Sharon read through the CIP grid and what makes up the \$450,00.00 (see grid below):

**Capital Improvement Payment Allocations for 2020-2024**

DEPARTMENTAL Capital Projects & Assets	Estimated Total Cost of Project	Capital Reserve Balance	Funding Source	Estimated Interest	Annual Payments to be Raised by Taxes						Estimated Year of Retirement	Net Cost to Town	
					2020 Town Meeting Agreement VGR	fy2020	fy2021	fy2022	fy2023	fy2024			
<b>Municipal Complex</b>													
Municipal Complex Bldg Renovation	\$ 118,750	\$ 133,150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2019	\$ 118,750	
Municipal A/C Replacement	\$ 80,150	\$ 80,000	\$ 15,000	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	2020	\$ 80,150	
<b>TOTAL MUNICIPAL COMPLEX</b>	<b>\$ 198,900</b>	<b>\$ 213,150</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 198,900</b>	
<b>Parks &amp; Recreation Department</b>													
100' x 50' Storage Building	\$ 45,000	\$ 50,000	\$ 25,000	\$ -	\$ 10,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	2020	\$ 45,000	
Parade Float	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	2020	\$ -	
Garage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2020	\$ -	
<b>TOTAL PARKS &amp; REC</b>	<b>\$ 45,000</b>	<b>\$ 50,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 22,500</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>		<b>\$ 45,000</b>	
<b>Highgate Public Library</b>													
Library Renovation	\$ 1,000,000	\$ 75,000	\$ -	\$ 200,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	2020	\$ 1,000,000	
<b>TOTAL P/L</b>	<b>\$ 1,000,000</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>		<b>\$ 1,000,000</b>					
<b>Highgate Volunteer Fire Department</b>													
Truckhouse Fire Engine	\$ 800,000	\$ 100,772	\$ -	\$ -	\$ -	\$ 50,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	2020	\$ 800,000	
Truckhouse	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2020	\$ -	
Truckhouse	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2020	\$ -	
<b>TOTAL HVFD</b>	<b>\$ 800,000</b>	<b>\$ 100,772</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 15,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>		<b>\$ 800,000</b>	
<b>Public Works Department</b>													
174' Millage for Street Road Work	\$ 43,000	\$ 27,817	\$ -	\$ 2,000	\$ 15,000	\$ 5,500	\$ -	\$ -	\$ -	\$ -	2020	\$ 43,000	
1734' Oilfield 1200' Driller	\$ 800,000	\$ -	\$ -	\$ 15,000	\$ -	\$ 84,000	\$ 30,000	\$ 60,000	\$ 60,000	\$ 60,000	2020	\$ 800,000	
2020 Same Day 24hr Loader	\$ 250,000	\$ -	\$ -	\$ 10,000	\$ -	\$ 1,000	\$ 23,000	\$ 25,000	\$ 25,000	\$ 25,000	2020	\$ 250,000	
2020 Same Day 4000 Backhoe	\$ 180,000	\$ -	\$ -	\$ 10,000	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	2020	\$ 180,000	
2020 International 4000 Tandem Truck	\$ 110,000	\$ 20,000	\$ -	\$ 40,000	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	2020	\$ 110,000	
2014 Western 4000 Tandem Truck	\$ 411,000	\$ -	\$ -	\$ 40,000	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	2020	\$ 411,000	
2012 Remolque Compact Dump Tire Tractor	\$ 44,000	\$ -	\$ -	\$ 25,000	\$ -	\$ 5,000	\$ 20,000	\$ 25,000	\$ 25,000	\$ 25,000	2020	\$ 44,000	
2014 International 4000 Dump Tire Truck	\$ 280,000	\$ -	\$ -	\$ 30,000	\$ -	\$ 10,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	2020	\$ 280,000	
2014 International 4000 Dump Tire Truck	\$ 173,000	\$ -	\$ -	\$ 30,000	\$ -	\$ 10,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	2020	\$ 173,000	
Generator and Extension Cable	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2020	\$ 20,000	
Small Loader	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2020	\$ 20,000	
<b>TOTAL PWD</b>	<b>\$ 1,887,000</b>	<b>\$ 47,817</b>	<b>\$ -</b>	<b>\$ 242,000</b>	<b>\$ 55,000</b>	<b>\$ 215,000</b>		<b>\$ 1,887,000</b>					
<b>IN &amp; AROUND TOWN Capital Projects</b>													
Replacement of Bridge #211	\$ 1,843,230	\$ 712,011	\$ 4,321,000	\$ -	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ -	2019	\$ 1,843,230	
Transfer Station Waste Impaction Phase 1	\$ 24,000	\$ -	\$ 88,000	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	2020	\$ 24,000	
Transfer Station Waste Impaction Phase 2	\$ 800,000	\$ -	\$ 870,000	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	2020	\$ 800,000	
Water Main 6" 1/2	\$ 800,000	\$ 18,500	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2019	\$ 800,000	
Water Main 6" 1/2	\$ 25,000	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2020	\$ 25,000	
Water Main 6" 1/2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2020	\$ -	
Water Main 6" 1/2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2020	\$ -	
Water Main 6" 1/2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2020	\$ -	
<b>TOTAL TOWN PROJECTS</b>	<b>\$ 2,912,230</b>	<b>\$ 730,511</b>	<b>\$ 5,171,000</b>	<b>\$ -</b>	<b>\$ 11,000</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 2,912,230</b>	
<b>Total Departmental Projects</b>	<b>\$ 2,912,230</b>	<b>\$ 730,511</b>	<b>\$ 5,171,000</b>	<b>\$ 442,000</b>	<b>\$ 75,000</b>	<b>\$ 280,000</b>		<b>\$ 2,912,230</b>					
<b>Total Town Projects</b>	<b>\$ 2,912,230</b>	<b>\$ 730,511</b>	<b>\$ 5,171,000</b>	<b>\$ 442,000</b>	<b>\$ 75,000</b>	<b>\$ 280,000</b>		<b>\$ 2,912,230</b>					
<b>Total Expenditures</b>	<b>\$ 6,348,230</b>	<b>\$ 1,077,817</b>	<b>\$ 6,114,000</b>	<b>\$ 417,000</b>	<b>\$ 225,000</b>	<b>\$ 495,000</b>		<b>\$ 6,348,230</b>					

\*\* Green funds that the Town has applied for or is planning to apply for. Funds not raised by Town.  
 † Green funds that have been awarded to the town. Funds are assumed and may require a secondary match.

The Public Works Department section is heavier than in the past, as they have been cut over the years and are not on an appropriate replacement schedule. Henry Rainville asked about the Massey Ferguson, which is just the tractor, not the mower. We are trying to get at least ten years out of our PWD trucks. An inquiry was made about where the transfer station funds are shown, page 48 of the town report under "Casella Host Fees". Henry also asked about the Transfer Station stabilization project. That is in three separate locations, behind the Transfer Station, behind the roll off containers and behind the garage. John Ferland asked about the different phases of the stabilization project. Henry inquired about fixes that have already taken place and how they are holding. Ty Choiniere asked about the replacement schedule on Public Works Department trucks, but also for Highgate Vol. Fire Department. If we follow the CIP schedule, it could be 2024 before they have all that they need to replace their oldest truck. There are two grants in process for HVFD. One is through Rural Development and a site visit is scheduled for next week. This one looks very promising. The other is through FEMA, which goes very slowly and the government shut down really slowed it down even more. We won't hear anything on that until maybe June. Our chances for the FEMA grant are small, but you can't win if you don't play. Sharon reminded everyone that the CIP is all up for voter approval. It can be approved, declined, amended, whatever the voters decide on March 5<sup>th</sup>. Woody Rouse asked about the airport expansion and if we can get additional funding from the state to make sure HVFD has what they need to operate. Ty asked about the \$20,000.00 for the Machia Property Development. Steve LaFar responded that is for matching grant funding to continue to clean up the property. The Steinhour Café will be coming down very soon. Ty has no problem putting money towards cleaning up the property but he doesn't want to see money put away for specific development there when we have 1.4 million needed to get the Public Works Department up to where they need to be. David Rouse asked about any offers on that property. John Ferland asked if the town will entertain all offers. Nothing is off the table – this is still in the very early stages and no decisions have been made. There were also questions about a timeline for the Machia Property. This has been and will continue to be a very slow and steady process. The taxpayers will continue to be very involved. The town just applied for a waste water study to understand the potential. Shelley gave a quick update on delinquent taxes. The amount due as of today is \$105,531.00 compared to last year at our info session \$146,328.00. Over \$100,000.00 has been collected since November 2<sup>nd</sup>.

***ARTICLE #7: Shall the voters of the Town of Highgate appropriate \$751,344 to meet the expenses and liabilities of the Highway Fund, with an estimated \$600,644 to be raised by taxes?*** Henry asked about the building maintenance line item. We budgeted high due to repairs to the building that insurance ultimately covered. We are looking into installing bollards on the inside and outside to protect the building. There were questions about paving. We did not pave this past season, but it will be happening as soon as the weather allows. Henry feels that our roads are deteriorating faster than we can repair them. Sharon pointed out that we need to get ditching done so the water doesn't continue to deteriorate our infrastructure. We have lots of roads that the shoulders need to be removed. The plan for spring is to work on Mill Hill and then get to the shoulder and ditching projects. The paving grant is a Class II annual grant and it went to Frontage Road to improve drainage. There is a project on Hanna Road as well. Other than Mill Hill, there is paving work to be done on Frontage Road and Carter Hill. Culvert work needs to be done first. The state is pushing storm water projects and that is where the bulk of state funding is going. We have received large paving grants in the past, so we are low on the priority list when we

apply now. State roads are in bad shape too – specifically Route 7 heading into Highgate Springs and sections of Route 207 (Highgate Road). We have been able to keep our sand budget low, due to the donation that accompanied the Frontage Road property. We have roughly 3-4 more years of sand there, but less if we have another winter like this one! The Selectboard again reiterated that residents can get buckets of sand **BEHIND THE MUNICIPAL BUILDING ONLY**. No one is allowed to take sand from the Transfer Station Road location, and specifically – **NO ONE IS ALLOWED TO USE TOWN EQUIPMENT**. The Town is prepared to prosecute anyone caught using town equipment (loader, in this case) without the property authority. Cameras are being used and signage was added to the site. We are asking the public for help. Please report this and call the town office or police with a license plate number.

**ARTICLE #8: Shall the voters of the Town of Highgate appropriate \$1,009,801 to meet the expenses and liabilities of the General Fund, with an estimated \$405,479 to be raised by taxes?** The General Fund is asking for \$42,000.00 less in tax revenue than last year. The two largest factors are the \$28,500.00 that we had to pay MVR and the dam bladder breaking. We budgeted much less revenue than what we will budget for next year. Other than those two items there are not a lot of changes in the GF. Henry asked about insurance recoveries. We have had several claims and Shelley will compile a list for town meeting. VLCT bills us on a calendar year so we won't see any changes in premiums until we see our rates for next cycle. Henry asked about the sales of the town owned parcels. The Dalcourt property was sold to VELCO for \$28,000.00 last summer. The Elwood property on Lamkin Street had a minimum bid and there were no takers. The Cherry Hill property also had a minimum bid and did not sell, but Fish and Wildlife would like to have it. With regard to GF expenditures, we have completed paying NWSWD for our buy in and now just have to pay the yearly fee. Shelley pointed out the appropriation section in the town report that was discussed earlier. Ambulance services will be changing 7/1/19 back to MVR. Policing coverage services will be put out to bid to see what our options are. Ty had more questions about the social service agency appropriations. Some agencies also submit a write up for our town report. Sharon added that the Selectboard also looks at them and how each agency impacts our town and our residents. Henry inquired why janitorial services increased. Our previous cleaning service raised their rates to over \$5,000.00 per year, which required putting it out to bid, and a new service was chosen. Shelley will eventually have parks & recreation intermingled with the arena because that is what the auditors want to see. There were questions on who maintains the sidewalks. Parks & Rec. has helped out the Public Works Department as needed. It has been a crazy winter with staffing and trucks being out of service. There was discussion on recording fees. These are not generated from taxpayer dollars, these are collected per page for recording. For every \$10.00 collected it is broken down as follows: \$5.00 GF / \$3.00 computerization / \$2.00 preservation. We will be replacing three office computers this year – Shelley's, Wendi's and Heidi's. There were no questions on the library budget. The arena figures collected are as of 12/31/18. Lots of ice rental and advertisement money has come in since then. The facility rental figure includes locker rooms, snack bar and pro shop contracts. The arena roof is leaking, not a huge leak, and in a different location than before. Of the entire arena budget, \$23,000.00 is taxpayer dollars. We are in year #5 of our bond debt at the arena, so 1/3 done.

**ARTICLE #9: To transact any other business legally authorized to be transacted, considered proper and necessary when met.** There were no comments or questions on this article.

Sharon then quickly read through various sections of the town report with regard to town officials and departments. All departments, boards and committees have been very conscientious with their budgets. The CIP is larger this year to make up for some things that have been let go too long. Highgate continues to have one of the lowest tax rates in Franklin County (lowest non-residential rate and second lowest residential rate). Individual town CLAs were not available online when the comparison chart was put together, as everyone was just issued their new % by the state. The CLA does play into the tax rate in every town. If everything passes at town meeting as presented, on the municipal side the town tax rate would be .3685, compared to .3323 last year. In dollars that would mean (town side only) on a \$200,000.00 assessed value = \$72.31 increase and on a \$300,000.00 assessed value = \$108.46 increase. We don't know what will happen with the school side of property taxes, which is the vast majority of the bill. Sharon congratulated Clarence & Debbie Miller on the 2018 Town Report Dedication in their honor. Their family helped Wendi provide a wonderful story. We are very proud of the Millers – CONGRATULATIONS! Sharon thanked all our town employees and volunteers for all they do. This concluded the town meeting information session.

**D. Town Treasurer Updates – Shelley Laroche**

- The check warrant is small this time because we just met last week. There were no questions. Motion by Josh LaRocque to approve the check warrant. The motion was seconded by Randy Connelly – **APPROVED**.
- Sharon noted that the Western Star truck is back on the road. The cosmetic work will be done once the crew is not so busy. No one was hurt, and we are thankful for that. Thank you to Franklin and Swanton for all the help they provide when we need it. We have great neighbors! All of Franklin's trucks are also back up and running.

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

- Motion by Josh LaRocque to approve the minutes from *February 14, 2019*, as written. The motion was seconded by Steve LaFar – **APPROVED**. Wendi noted that she was at the DRB meeting that night, but the minutes were transcribed from Heidi's notes and she watched the video.
- Absentee ballots are available – contact Wendi or stop by. There are no races on the town ballot, but the school bond vote ballot is very important for those that wish to vote early.
- Dog licensing is ongoing and we have quite a ways to go! We have licensed less than 150 dogs, so about 750 more to go! Licenses are due by April 1<sup>st</sup> to avoid late fees and possible fines.
- Dog and cat rabies clinic is Saturday, March 16 from 10-noon at the fire station. Licenses will be available that day also.

**F. Administrator Items**

- The municipal roof is about 25% done. They will finish the back side and wait until all the snow is gone before moving to the front. They found only three rotten pieces of plywood so far, which is not bad! The roofers would like permission to use our gas pump out back and take it off the bill at the end. Motion by Randy Connelly to **deny** this request. The motion was seconded by Josh LaRocque – **APPROVED**.

- There will be a phone call on Feb. 28<sup>th</sup> with regard to the Machia Road stabilization project. This will give us enough info to keep things moving forward.
- Rural Development will be here on Wednesday for a site visit on the HVFD truck grant.
- Sheldon's Selectboard will be here on March 7<sup>th</sup> to talk about the joint contract with FCSSO. Our Selectboard meeting on March 21<sup>st</sup> will have to be moved due to the FNWSU Unified District Organizational Mtg. being on that same night. Our meeting will be moved to March 20<sup>th</sup> @ 7pm.
- We are currently advertising for temporary plow drivers. Contact the town office for more information.
- There is a grant opportunity for a dry hydrant at Airoidi's pond on Hanna Road. The proposed contract and design are in the drop box. Our obligation would be for a 25% match, which can be in-kind. This will likely not be more than a day project. A back up plan is needed in case our road crew doesn't have the time. The contract wants it done by June, which isn't possible. An extension can happen to get this project on the books this fiscal year. Motion by Josh LaRocque to apply for this grant. The motion was seconded by Steve LaFar – **APPROVED**. Ty asked if neighboring towns can use the dry hydrants as well – yes, they can. This one will be very close to the Franklin town line. Henry had questions about accessibility of dry hydrants.

#### **G. Upcoming Events**

Mar. 5	10am	Town Meeting @ Highgate Elem. Polls open 7am – 7pm
Mar. 7	7pm	Selectboard Mtg.
Mar. 14	6pm	DRB Mtg. - <b>CANCELLED</b>
Mar. 16	10-12pm	Dog and cat rabies clinic @ HVFD
Mar. 19	6pm	Planning Comm. Mtg.
Mar. 20	7pm	Selectboard Mtg.
Mar. 21	7pm	FNWSU Unified Union Organizational Mtg. @ MVU

Motion by Sharon Bousquet to close the regular meeting @ 8:30pm. The motion was seconded by Josh LaRocque – **APPROVED**.

#### **H. Executive Session**

Motion by Sharon Bousquet to enter into executive session @ 8:31pm with Heidi Britch-Valenta, Ty Choiniere, Ryan Maskell, Mark Gilbert, David Rouse, Tom Conley, Woody Rouse and Luc Dupuis to discuss contracts, legal and personnel, where premature general public knowledge would place the town and/or individuals involved at a substantial disadvantage. The motion was seconded by Josh LaRocque – **APPROVED**. David Rouse, Luc Dupuis, Woody Rouse and Tom Conley exited executive session @ 8:45pm. Ty Choiniere, Ryan Maskell and Mark Gilbert exited executive session @ 9:30pm. Motion by Josh LaRocque to exit executive session @ 10:00pm. The motion was seconded by Randy Connelly – **APPROVED**.

Motion by Josh LaRocque to accept the Planning Commission's recommendation for hiring (Zoning Administrator position). The motion was seconded by Randy Connelly – **APPROVED**.

A date was set for the Selectboard and Recreation Commission to interview candidates for the Parks & Recreation Director – Feb. 28<sup>th</sup> @ 6pm.

**I. Adjournment**

Motion by Josh LaRocque to adjourn the meeting @ 10:10pm. The motion was seconded by Steve LaFar – **APPROVED.**

Minutes respectfully submitted by:



Wendi Dusablon – Town Clerk & Public Meetings Clerk

Minutes approved by:



Sharon Bousquet – Chair, Highgate Selectboard