

TOWN OF HIGHGATE

Selectboard Special Budget Meeting

Tuesday, December 10, 2019 @ 6pm

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 @6:01pm

Highgate Selectboard Members – Sharon Bousquet - Chair; Joshua LaRocque – Vice-Chair; Bruce Butler; Randy Connelly and Richard Flint

Highgate Office Staff – Heidi Britch-Valenta – Town Admin. & Grant Admin.; Shelley Laroche – Treasurer & DTC

Public / Other – Vonnie Lamotte, ACO arrived at 7:55pm

B. Budget Discussion

Shelley presented the Board with a check warrant. They reviewed and Bruce Butler made a motion to approve. The motion was seconded by Randy Connelly - **APPROVED**

Shelley took the board through the proposed 2020/21 budget department by department. The proposed budget was down \$7,000 from last year with no pay raises for any employees.

Shelley also brought up discrepancies in board stipends. The board compensation is different from board to board.

The discussion was paused to allow Vonnie to discuss an issue.

C. ACO Vonnie Lamotte-

Vonnie arrived at 7:55pm to discuss an issue with feral cats and unsafe conditions at a property on Parizo Road. She asked the Board for guidance on the issue because she was returning the next day with the St. Albans Police Department and a seizure of several animals was likely. The Selectboard authorized the use of the balance in her budget to get the animals medical attention and a place to stay. The issue was discussed at length to continue to brainstorm ideas for accepting the pets. Vonnie also asked for a more professional identification badge. The Board agreed this was a good idea. Vonnie left the meeting at 8:15pm.

D. Budget Discussion Continued

The conversation picked up where it had stopped, and the balance of the budget was discussed with very little comment. Shelley left the meeting at 8:35pm

E. Administrator Items – Heidi Britch-Valenta

ANR Planning Advance- Heidi presented the amendment to the Board changing the amount of grant from \$30,000 to 34,700 as approved at the 12-5 mtg. The document was signed.

Airport Infrastructure Study- Heidi presented a commitment letter for UVM Archaeology to perform an assessment in the study area as required by the VCDP grant program environmental review. Josh LaRocque made a motion to approve the letter of commitment for \$2,190 to complete the assessment. The motion was seconded by Randy Connelly. -**APPROVED**.

WW Study Support Services RFP Heidi shared an RFP that would be circulating the next day to keep the board informed of the progress on the WW Study. This consultant is funded by the VCDP MPG and will provide support services through the process and will interface with the committee and Otter Creek consulting who will be completing the Feasibility study.

Millbrook Construction- Heidi discussed a billing issue with the Board. Millbrook has provided a change order to swap the asphalt work on the outside for the bollard project for the cutting of the concrete bollard bases. There was also a bill for \$738 to cover the additional cutting and concrete to fix the crack in the floor in the PWD. Josh stated that he had been under a different impression for the swap of services and he thought the discussion that he had participated in were a swap of highway time and materials to complete the asphalt for the outside bollards in exchange for the extra work that was done to cut and replace the concrete to fix the crack in the floor. Heidi will confirm with Butch that this was also his impression.

F. Executive Session

Josh LaRocque made a motion to go into executive session to discuss personnel and payroll. Richard Flint seconded the motion. The Board went into executive at 8:45pm. Heidi left the meeting at 8:45pm.- **APPROVED**.

Motion by Sharon Bousquet to exit executive session @ 9:32pm. The motion was seconded by Bruce Butler – **APPROVED**.

G. Adjournment

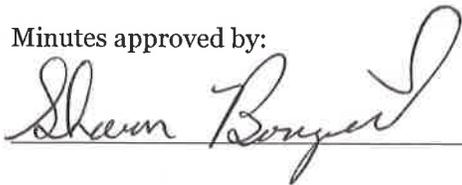
Motion by Sharon Bousquet to adjourn the meeting @ 9:48pm. The motion was seconded by Bruce Butler – **APPROVED**.

Minutes respectfully submitted by:



Heidi Britch-Valenta – Town Administrator

Minutes approved by:



Sharon Bousquet – Chair, Highgate Selectboard