

# TOWN OF HIGHGATE

## Selectboard Mtg.

January 7, 2016 @ 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 Jeff Towle, Chair @ 7:00pm, followed by the Pledge of Allegiance.

**Highgate Selectboard Members-** Jeff Towle, Chair; Chris Yates, Vice-Chair; Paulette Tatro; Diana O'Hara; Randy Connelly

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

**Public / Other** – Andy King – Public Works Director; Will King; Ian Jewkes; Mark Kelley – Efficiency VT; Linda & Bill Haugland; Sarah & Eric Chevalier; Ben Lowell – Constable; Henry Rainville; Jason Gagne; Michael Gagne; Jenny Plouf; Jesse Plouf; Karen Fortin

#### **B. Public Comment**

None

#### **C. PACE Program – Mark Kelley, Efficiency VT**

PACE stands for Property Assessed Clean Energy, and Mark provided handouts for the board to review. This is a financing tool for towns to make available to residents for energy efficient upgrades. Payments can be spread out over long periods of time. The goal is for the energy savings to be greater than the payment on the loan. It has been set up by the legislature that each town must vote on the issue, which could happen in Highgate on Town Meeting Day, March 1<sup>st</sup>. It would be a warned article to be discussed and voted on. National Bank of Middlebury provides the funding and there is a monthly billing. There is no budget hit for the town. The town is not involved other than making sure the property is a property of record and they are not getting behind on anything like taxes. Once the owner closes on the financing a lien is put on the property and recorded in the land records. Interest rates are generally very good and some may qualify for 0% interest, as it is income sensitive. Solar panels can be done, but not at super low interest rates. The program can be used on multi-family dwellings, up to four units and it must be owner occupied. The program is tied to the property, not the owner, so any new owners could take over the payments. There is also the ability to pre-pay in full without penalty. Paulette asked if the owner could move out and rent to someone else. Mark answered there is nothing saying the owner can't move out and rent the space. Chris asked to clarify that Efficiency VT would be the administrator of the program – yes. Chris also asked about municipal assessments and if someone defaults, does it go through a property tax default process – yes. This gives teeth to the program and the town can also attach any attorney fees, 8% penalty and 1% interest. Mark noted that to date, there have been no defaults in the state of Vermont with this program. The PACE program began in 2009, but there was no funding associated with it. It was really made available to consumers in November 2013 with close to 40 towns becoming a PACE district. They are hoping after town meeting day to be closer to 50 towns. Jeff asked for some examples of improvements that can be initiated through PACE. Mark noted that most important is air sealing and insulation but also touched on cold climate heat pumps, energy efficient water heaters, solar panels, electric vehicle charging stations and windows. Windows must be northern climate compliant. By creating a PACE “district” means that the town of Highgate would be a “district”, if approved by the voters. The town of Morristown voted on it and it was defeated, although Mark thought it was inconclusive by voice vote and was surprised they did not ask for a hand count. Mike Gagne asked if the work had to be professionally done or can be installed by the homeowner – there are programs available for both. Heidi asked about income thresholds, which are HUD

thresholds based on a percentage of median income. Mark provided some tables and gave an example as a four person household for the 1.99% interest rate can earn up to \$98,250.00, as per the chart. All this information and more is available on line at [www.efficiencyvermont.com/PACE](http://www.efficiencyvermont.com/PACE).

**D. Onyx Solar Development – Will King**

Will King and Ian Jewkes (Krebs & Lansing) were present and also recently presented at the Planning Commission meeting in December. They provided a quick recap, stating this is a total 4.95MW project on two sites on Ballard Road; 1.5MW project on the “Beyor” site and 3.45MW project on the “Haugland” site, all currently owned by Fernand & Patricia Gagne. VIPSA is the power supplier for municipal utilities in Vermont, and it was a requirement that this project be in a member territory, such as Swanton Village Electric. TJ Poore wasn’t able to be here tonight, but Will stated that the project is financially beneficial to VIPSA. The Gagne’s will still own the land, it will be leased out for the solar projects. Linda Haugland pointed out that their last name is misspelled on the documents. Bill Haugland expressed concern that according to their maps, it appears they have plans that will interfere with the right of way. Mr. Haugland is interested in discussing it further. Linda & Bill Haugland were both surprised that no one had contacted them directly about this proposed project. They heard about it from word of mouth. Will explained that he intends to reach out to abutting property owners individually, but with the 45-day notice period there are no requirements to do so. He will supply contact information to the Haugland’s so they can get together soon and discuss everything in detail. The town is holding these public hearings for informational purposes for that very reason. When Onyx applies for their Certificate of Public Good through the PSB, that is when abutters will be notified. Will noted that the right of way they are referring to will be used just for power. Jeff asked if everyone could let Will finish his presentation and questions can be addressed at the end. This will be a ground mounted system that does not move and the panels will have 3’ of clearance from the ground. There will be some minor clearing on the “Haugland” lot due to shading on one of the parcels. The panels will be at 205 degrees for greatest afternoon production. No clearing will be needed on the “Beyor” site. Ian noted that the access road on the “Beyor” site has been relocated to get it even further away from the nearest house. Linda asked if they are planning to go across their land and if so, how is that possible without talking to people? Will reiterated that after talking with Fernand and Jason Gagne his understanding is that they will just be accessing an existing right of way. Mr. Haugland asked if they were planning to widen the right of way and if any clearing would be happening on their land – no, there will be no clearing on the Haugland property, any clearing will be on the Gagne’s property. The CPG is the permit required for the project and they hope to have that filed by the end of this month with the PSB. With the holidays, Will fell behind on attempts to meet with land owners, but that will happen very soon, as soon as next week. Ian added that abutting property owners have party status during the process. Jesse Ploof asked how close they are getting to the brook, because that brook floods out about 75’ every year. Will asked how high the water gets, Jesse was not sure. Jesse also expressed concern about glare. The panels are built to absorb sun, not reflect it, and any glare would be from very high above (airplane level) at about 25 degrees looking down. Linda asked about protecting the solar project, there will be 7’ fencing around the array and no lights. Linda noted that one big advantage of that area is the night sky. Jesse asked what happens when the lease is over and Will explained the decommissioning process and how funds are set aside for the process. The sites would be restored to their original state. Chris asked if they would re-panel and re-lease. Will can’t be sure. Jenny Ploof asked if the Haugland right of way doesn’t work out what will they do? Swanton Electric would have to go more toward the Ploof’s land, but still use the right of way for vehicular traffic. If the power goes in through that right of way it would take three poles to get up there. The Gagne’s land will be coming out of current use and Onyx will be paying the penalty for that. Mr. Haugland added that they recently moved to Ontario, and with the six hour commute, he would like to have a point person to contact with all their questions and concerns. Will has no problem being that person. Linda asked who Onyx is and what they do. They are a financing company out of New York, they will own and operate the project long term. Will is based out of Vermont. Andy King asked what happens to a solar panel after they decommission an array – they are recycled. Ian isn’t sure of all the answers regarding recycling solar panels, but he knows they are built to last a very long time. Jeff had questions about the “Beyor” site and why they moved the access.

The nearby house is considered historic, so the access was relocated. Jeff reiterated how people are feeling because they have not been contacted directly. They are hearing about this through town agendas or word of mouth. Onyx has multiple projects in the permitting process in VT but nothing has broken ground yet. Will works for Solar Sense, they are developing the project for VIPSA and Onyx. The total cost of both sites of this project is roughly \$10 million dollars. Tax credits were extended. VIPSA will own the green energy credits and they will count towards their goal. They offer the power output to their members, and the option is there for VT utilities to purchase the power and keep it in Vermont. There is a possibility for the power to go underground vs. using above ground poles. Jenny Ploof asked about the noise generated by the project sites. The inverters and transformers make some noise, a humming type noise, but are still pretty quiet. Jesse will be building a house and have to listen to that hum all the time. Jesse also asked about the solar site by the paper mill in Sheldon and how this compares in size. The Sheldon site is about half the overall size. The Vergennes project would be a better comparison, per Ty Choiniere, or the one in St. Albans behind Pillsbury. Mr. Haugland asked about wildlife, as their land is a primary spot for deer hunting. A study has been done through VT Agency of Natural Resources and the project has passed their criteria. Jesse also noted there is a large beaver dam in the area that causes the field to flood every year. Mike Gagne asked to clarify, Onyx will develop the project and own it, and VIPSA will get the credit – yes. Onyx will get the tax credit and depreciate it as an asset. Power is sold to VIPSA at a low enough rate that it is beneficial to VIPSA. VIPSA will retain the renewable energy credits which have value as well. Jeff asked about truck traffic on Ballard Road during construction. There will be staging areas set up. They will take exit 22 and head south on Route 7 to get there. These will be large trucks, 18 wheelers, during construction. If the project moves forward, construction will likely be in the fall of 2016. Jeff noted that the town is working with other developers to see what they can do to improve roads as part of the process. Chris had some questions about emergency services and their access to the sites. Keys will be provided to gates and there can also be gates at access points if needed. The goal for this project is construction from September – December 2016. This will create some jobs during construction but not any full time jobs afterwards. The sites are monitored remotely and only require lawn care a few times per year. Swanton Electric will own the transmission lines and Onyx would pay for any necessary upgrades. The actual electrical lines within the array are underground. Eric Chevalier asked about the noise associated with the pile driver setting the posts. That is somewhat noisy, but will not last three months. Concerns were expressed for this happening during deer season, which begins on Oct. 10<sup>th</sup>. Deer season is a big deal here in Franklin County. Will noted that during Oct. and Nov. there would likely be a lot of electrical work being done. Inverters will be spread out over the sites and those are quiet. The transformer makes more noise, and those can't be housed in a building. Mike Gagne asked how many solar proposals are going on in this town – currently there are four in the works. One on St. Armand Road (two sites), two separate projects on Frontage Road, and this project on Ballard Road (two sites). Linda asked why Highgate is so attractive for this purpose. For this project, it came down to needing to be a VIPSA territory, which Swanton Electric is one, and Swanton Electric serves this area. Jenny asked with the hundreds of acres that the Gagne's own, why can't they find another site. Jesse added why not behind their own house? All parcels have been looked at. Some are land locked, some needed extensive clearing. These sites were the best fit. Chris asked how many panels would they have to take away to not cut any trees. Approximately 10% of the project would have to be taken away. Jason Gagne added that the trees in question are over grown pasture and have been that way for 30 years. Ty asked about potential revenue for the town. It will mean more tax dollars for the town. Each town is different and the array would also be taxed by the state, which Will can get that rate for us. Jeff concluded this presentation by saying that Onyx has heard loud and clear from residents that they want to be contacted and want Onyx to speak with them on this issue.

**E. Highgate Public Library Budget – Karen Fortin**

Karen Fortin was present on behalf of the library trustees to present the budget for the Highgate Public Library for 2016-2017. Jeff had some questions with regard to the librarian's salary. Last year there was a significant increase, and the board did not ask any questions. There is another sizeable increase this year, so they are glad Karen is here to give some background. Every year as directors they receive information from the VT Department of Librarians with regard to pay scales. For

Liza's level of education and the amount of time she works, she is the lowest paid librarian. She is not even at the rate that librarians start at for her level of education. Last year when they put in for her increase, they wanted that to reflect 40 hours because that is what she was working, even though on the books was showing just 32 hours. Karen knows that Swanton just hired a librarian at more than what ours gets paid after eight years on the job. Jeff noted that the board was looking for clarification because just three years ago the salary was at \$25,000.00 and it is now up to \$40,000.00. Karen noted that support staff wages will be going down slightly. They had hired someone to help with programming, and that person was offered full time employment elsewhere, so that did not work out as planned. There are two good part time employees working minimal hours. This year they decided to look into the AmeriCorps VISTA program. With this program, someone would start in the fall at the library and be dedicated towards programming and services provided at HPL, as well as grant writing. AmeriCorps would subsidize all but \$6,000.00 per year, they will also cover taxes and insurance. Paulette asked to clarify, the only expense to the town is \$6,000.00 per year – yes, that is what Karen understands. This is a three year program and will help the library continue to keep growing. The board asked if any other public libraries are using this service. Karen is not aware of any, but the Book Mobile does. The line item for communications almost doubled because they lost some e-rate funding. The line item for postage is also nearly doubled because they have been mailing books to other libraries that have requested them, and vice-versa. Karen noted that if you take out the AmeriCorps person out of the budget, the increase is minimal, about \$4,000.00. Karen had some questions for the board as well regarding the \$5,000.00 in the capital budget for computers and the new chimney liner that was just put in, who is paying for that? The \$5,000.00 was submitted for the CIP and designated for computer upgrades. The chimney liner was installed at no charge as part of the VT Gas conversion. We will need to contact McCuins about the remaining fuel in the oil tank, because it can't be used.

**F. Town Treasurer – Shelley Laroche**

**1. Pay bills**

Paulette had questions about the McCuins bills for some miscellaneous items (shovels, plywood, fittings). These appear to be MAHA invoices, Shelley will go to McCuins tomorrow and see about getting things separated out.

**2. Finance Comm.**

The finance committee met the other night and are working on the reserve fund policy.

**3. Budget**

The budget has been updated, but we will need one more meeting. The next budget meeting will be on Monday, January 11<sup>th</sup> @ 5:30pm.

**4. Misc.**

Paulette gave an update on the arena project finances. She balanced out what had been paid and charged to various accounts in the general ledger and balanced out with draws from the bank on the line of credit. To work with we had \$990,000.00 line of credit, \$196,000.00 HUD grant, and \$25,000.00 VTBDG grant for electrical. Additionally, there was the sale of old refrigerator and an old motor which generated another \$10,800.00, giving us approximately \$1.3 million to fund the project. To date, Paulette shows we have unspent funds of \$122,916.00, which will change some. The good news is we came in under budget by at least \$100,000.00. There are still some lingering projects such as plumbing and electrical for the well and labor and sealant for the flooring. The fundraising account is separate from all of this. As of December 31, 2015 we had \$153,620.88 in that account, which is made up of business and personal donations as well as the Kraft Hockeyville money. Nothing is due to be paid from this account and it can be committed to phase #2 for further renovation and improvements. Jeff thanked Paulette for the update and for putting the numbers together for this update.

**G. Town Clerk – Wendi Dusablon**

**1. Minutes from Dec. 17<sup>th</sup>**

Motion by Chris Yates to approve the minutes from December 17, 2015, as amended. The motion was seconded by Paulette Tatro – **APPROVED**.

**2. Town Meeting Updates**

- Petitions for warned articles are due by Thursday, Jan. 14<sup>th</sup> by 5pm with a minimum of 100 registered voter signatures.

- Petitions for elected offices are due by Monday, Jan. 25<sup>th</sup> by 5pm with a minimum of 20 registered voter signatures.
  - Last day to register to vote on Town Meeting Day is Wednesday, Feb. 24<sup>th</sup> by 5pm.
  - Absentee ballots can be requested at any time, but we will not physically have ballots until early February.
3. **Dogs**  
Reminder flyers were mailed on Dec. 31<sup>st</sup> to all current dog owners and a list of new dog owners. The licensing period is Jan. 1<sup>st</sup> – Apr. 1<sup>st</sup> before late fees kick in.
  4. **Warning**  
The Town Meeting Day warning needs to be posted no later than Jan. 31<sup>st</sup>. We will need it sooner to get the draft of the town report to the printers. Wendi will do up a draft to share with the board on Monday.
  5. **Kraft Hockeyville 2016**  
We are back in the competition for 2016, set up and ready to go. The nomination phase is Jan. 1<sup>st</sup> – Mar. 11<sup>th</sup>. Log on to [www.krafthockeyville.com](http://www.krafthockeyville.com) and nominate the Highgate Sports Arena up to three times with each email address you have.
  6. **Pre-Town Meeting info session with Highgate School Board**  
Wendi will get with Connie Beyor to see what date works best in February to have our meeting together this year, it worked very well last year.
  7. **Liquor license renewal – R.L. Vallee Inc. dba: Highgate Village Market**  
Motion by Chris Yates @ 8:28pm to enter into the liquor control board. The motion was seconded by Paulette Tatro – **APPROVED**. Motion by Chris Yates to approve the 2016 liquor license renewal for R.L. Vallee, Inc. dba: Highgate Village Market. The motion was seconded by Randy Connelly – **APPROVED**. Motion by Chris Yates @ 8:30pm to exit the liquor control board and reenter the regular Selectboard meeting. The motion was seconded by Paulette Tatro – **APPROVED**.
  8. **Request from listers office**  
Shirley Fecteau, Peter St. Germain and Aimee Reynolds gave Wendi a letter to present to the board this evening regarding an extension for modifications to current use. This is no fault of our listers, the state of VT is very behind in processing these applications. This is a request for a 30-day extension to file their Final 411 - Current Use and Grand List Finalization. This request needs to be signed off by the chair of the legislative body so Shirley can return it to the VT Department of Taxes, Department of Property Valuation & Review. Jeff read the letter aloud. Motion by Chris Yates for Jeff to sign off on this request by the listers. The motion was seconded by Diana O'Hara – **APPROVED**.

#### **H. Town Administrator – Heidi Britch-Valenta**

1. **ADA Modifications RFP**  
Proposals are due back by Jan. 25<sup>th</sup> and Heidi is looking for input from the board on how they want this to be managed. The Planning Commission could take this on or a separate committee could be formed with Selectboard members involved. A consultant would be hired to meet with departments and figure out the best way to utilize our building with potential to use the upstairs. This would put us in line to apply for ADA grants for lifts etc. We have cancelled the Jan. 19<sup>th</sup> PC meeting, so they do not meet again until Feb. 16<sup>th</sup>. They are currently hosting presentations from solar companies. The Finance Committee has taken on the policy building for the CIP. There are two separate RFPs out there right now, one for the ADA modifications and one for the work at the arena. Chris is fine with the PC taking this on and feels the clerk, treasurer, administrator and listers should all be involved as well because they use the space every day.
2. **Planning Commission request to change to a five (5) member board**  
The PC made a motion at their last meeting to make a request to the Selectboard that they move from a seven member board down to five. The PC has not had seven members in quite a while and find that five is working well and makes it easier to obtain a quorum for meetings. Motion by Chris Yates to accept the request of the Planning Commission to change to a five member board. The motion was seconded by Diana O'Hara – **APPROVED**.
3. **Planning Commission solar project comments**  
There are comments from the PC in the Selectboard packets regarding proposed solar projects in Highgate.

**4. Department update schedule**

There have been minor adjustments to the schedule, and a copy is in the Selectboard packets.

**5. Franklin County Field Days – annual letter of support**

Fernand Gagne dropped off the annual letter of support for the field days racing events for 2016. The letter was read aloud by Jeff Towle. Motion by Chris Yates to sign the letter of support that Jeff just read. The motion was seconded by Paulette Tatro – **APPROVED.**

**6. Misc.**

- We have a new project manager on the Bridge 25 project. We will be looking again at some safety concerns on the corner and readdressing some of the issues. The new project manager is keen on the concept of looking at the property on the corner (the former store, now apartments) and keeping the bridge more straight. Chris asked if this straight alignment alternative would bring any possibility of the bridge staying open during construction – no. The five percent match is based on us closing the bridge during construction. This proposed change, if the board agrees, would mean an extra \$300,000.00 - \$400,000.00 to the project total. Our match will remain 5%, which is about \$20,000.00 difference for us to change the overall design of that corner. This will make a much safer situation. There will be no formal engineering done until they hear back from us. We are still looking at 2018 for complete replacement of B25. We could hold another public hearing on Jan. 21<sup>st</sup> to share the revised plan for B25 and that corner.
- VTrans has scheduled a safety audit for Jan. 19<sup>th</sup>. They will be looking at this corner in East Highgate as well as the intersection of St. Armand Road and Route 78. They will then make formal recommendations.
- Heidi has thank you notes that need signatures for Steve Bushey and Richard & Maggie Noel regarding contributions to the arena project.
- There are updated project lists and violations updates in the drop box for the board to look at.
- GMTA has let us know they are up to 39 morning riders at the Highgate Park & Ride. This is great news!
- Andy King has an update for the board from the PWD in their packets.
- Two culverts on Tarte Road will need replacing. We can apply for the next Structures Grant or Class II Roadway Grant. This will require a hydraulic study also.

**I. Selectboard items**

**1. Personnel policy amendment update**

This has been back before the board a few times now. Andy brought up that under section 3.4d he would like to have a change to have it read; *All full time employees who are called in to work a regularly scheduled day off will receive a minimum of four (4) hours pay at 1.5% the basic rate of pay.* Andy clarified that this change does not affect the two hourly paid PWD employees, it simply gets rid of the conflict in the policy. Randy asked to clarify that there is no one taking advantage of that loophole, it is being amended as a clarification to the policy – correct. Heidi added that we are no longer on a calendar year, we run on a fiscal year July – June. We are notified of insurance increases and they take effect each year in January but the budget does not become effective until July. Rates for employees go up in January and the board decides on contribution amounts each year in December. Employees are therefore running at a deficit on insurance costs from January – June because our old premium costs and budget figures are still in place until June 30<sup>th</sup>. Basically, as far as insurance, the figures are only accurate for six months of the year, and there is no way to accurately budget for it. Heidi will ask Shelley to get more information for the budget meeting on Monday night. This issue is tabled until after the budget meeting.

**2. Street light upgrade update**

Chris spoke with Duane at Swanton Electric. We will pay \$5,500.00 to change over the street lights and they keep the Efficiency Vermont rebate. In essence, they will be taking a \$7,000.00 hit. The total cost is \$21,000.00 and they will only be getting \$14,000.00 back. The town should see pay back within a matter of months based on savings. Andy added that it would take over three years to realize savings with VELCO. The town will want to adopt a street light policy. Jeff asked what happens with VELCO's street lights, Chris recommends leaving them alone and deal with Swanton Village separate from the VELCO.

We will see savings with Swanton much more quickly and they are eager to help us. They are waiting on us so they can order the lights and budget to have the work done. Paulette asked when we would have a policy in place and also asked if it would address areas in town that need lighting but do not have any. Motion by Chris Yates to proceed with the Highgate street light conversion with Swanton Village Electric Department. The motion was seconded by Jeff Towle – **APPROVED**. Jeff asked if VELCO was receptive to the conversion, Chris did not find that they were. He has asked for information that has not been received. Swanton Village has been the complete opposite, very receptive and understands our concerns.

**3. Arena Construction Committee – phase II**

There is a meeting at the arena on Jan. 13<sup>th</sup> @ 6pm. Steve Roy has put some pricing together to support the committee through whatever they decide to do next. We need a wish list and find out what we need for funds vs. what we have to work with. We don't want to find ourselves in the middle of June wondering what to do. The group will get the ball rolling again. The floor still needs to be sealed as well as plumbing and electrical work to connect the well. DEW's commitment to us is over. We don't have a management team any longer, so this committee will be the steering committee for finishing up those details. Steve Roy can serve as a consultant when needed to help us look at bleachers or bids to create RFP's. Paulette neglected to mention earlier that the actual cost to DEW based on the original contract came in under contract by \$15,500.00. They did an excellent job for us!

**4. Next Selectboard meeting on Jan. 21<sup>st</sup>**

- Sheriff Norris will be here for an update
- B25 presentation

**J. Upcoming events**

Jan. 11	5:30pm	Budget Mtg.
Jan. 14	6pm	DRB Mtg.
Jan. 14	5pm	Petitions for warned articles are due – min. of 100 registered voter signatures
Jan. 18		Offices <b>CLOSED</b> – MLK Jr. Day
Jan. 19		Planning Commission Mtg. – <b>CANCELLED</b>
Jan. 21	7pm	Selectboard Mtg.
Jan. 25	5pm	Petitions for elected office are due – min. of 20 registered voter signatures
Feb. 24	5pm	Final day to register to vote at Town Meeting

- Public Skating is available on Mondays from 9am – 10am at Highgate Sports Arena
- Don't forget to nominate Highgate Sports Arena in Kraft Hockeyville 2016 ~ [www.krafthockeyville.com](http://www.krafthockeyville.com)

**K. Executive session**

Motion by Jeff Towle to enter into executive session @ 9:35pm to discuss legal contracts and personnel, where premature public knowledge would put the town at a disadvantage. The motion was seconded by Chris Yates – **APPROVED**.

*After this motion, it was remembered there was another topic to be brought up on camera. Jerry turned the camera back on for Jeff to announce that there are two (2) upcoming Selectboard seats that will be available. Jeff Towle will **not** be running again for the 3-year term and Diana O'Hara will **not** be running again for the 2-year term. Anyone that is interested, please pick up a petition and consent of candidate form from Wendi or go to the website to print them out. Paperwork is due to Wendi by Jan. 25<sup>th</sup> by 5pm with a minimum of 20 registered voter signatures.*

The board entered into executive session @ 9:38pm.

Motion by Chris Yates to exit executive session @ 10:40pm. The motion was seconded by Paulette Tatro – **APPROVED**.

**L. Adjournment**

Motion by Jeff Towle to adjourn the meeting @ 10:45pm. The motion was seconded by Randy Connelly – **APPROVED**.

Respectfully submitted by,

\_\_\_\_\_

Wendi Dusablon, Highgate Town Clerk

Minutes approved by,

\_\_\_\_\_

Jeff Towle, Chair – Highgate Selectboard