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### Office of the Secretary

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**MEMORANDUM**

**TO:** Emergency Board Members

**FROM:** Jeb Spaulding, Secretary of Administration

**DATE:** October 24, 2012

**SUBJECT:** Next Emergency Board Meeting

There will be an Emergency Board meeting on Tuesday, October 30, 2012, 9:30 a.m., 5th Floor Conference Room, Pavilion Office Building, 109 State Street, Montpelier, Vermont.

The agenda item is the restoration of Low Income Heating Fuel Assistance Program (LIHEAP) fuel assistance in state fiscal year 2013 to the same level as in state fiscal year 2012. This will be accomplished by transfers of funds to the Home Heating Fuel Assistance Fund, as set forth in the attached proposed motion.

Further explanatory materials are enclosed.

cc: Steve Klein, Joint Fiscal Office