

# TOWN OF HIGHGATE

## Planning Commission Mtg.

October 18, 2016 @ 6pm

### Approved Minutes

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

I. **CALL TO ORDER**

Richard Wilkens opened up the meeting at 6:03pm.

Present for this meeting were:

**Planning Commission Board Members;** Richard Wilkens – Chair; Luc Dupuis – Vice Chair; Larry Simmons; Bruce Ryan;

*absent – Barbara Chevalier & Woody Rouse*

**Town of Highgate staff:** Heidi Britch-Valenta – Planning & Zoning Administrator; Wendi Dusablon – PC & DRB Clerk; Shelley Laroche - Treasurer

**Public / Other:** None

II. **APPROVAL OF MINUTES**

Motion by Bruce Ryan to approve the minutes from September 20, 2016, as written. The motion was seconded by Larry Simmons – **APPROVED.**

III. **CAPITAL IMPROVEMENT PLAN**

Shelley had prepared a spreadsheet with changes indicated at the September meeting. There was lengthy discussion regarding the public works department, noting it would need to be further trimmed due to other expenses like the municipal roof repair, fire department floor and ADA modifications. There was also discussion about the tax rate implication associated with these expenses. The roadside mower is a definite need for the public works department. Our current mower is a 1974 model and is costing us a great deal in repairs lately to keep it going. There was a voice vote to eliminate the entire public works department section in the 2018 column which originally passed 4-0, but was re-visited later in the meeting and it was decided to leave the \$12,667.00 in there for 2018 towards a new roadside mower. The CIP for 2018 will be \$252,667.00 which includes: municipal roof repair \$10,000.00; fire department vehicle purchase \$40,000.00; fire department floor \$60,000.00; roadside mower \$12,667.00; ADA modifications \$80,000.00; Machia Road Bridge \$50,000.00. Heidi clarified we can't use ADA grant money for construction (referring to the issues in the PWD office and bathroom). We will be asking for \$80,000.00 in the CIP for ADA modifications which does not include any grant money we may get. Shelley also noted there is \$10,000.00 in the former community development fund. The voters would need to allocate how they want that to be used. The Planning Commission will be on the Selectboard agenda for November 3<sup>rd</sup> to discuss the CIP and open house event with the board.

IV. **OPEN HOUSE EVENT – NOVEMBER 15, 2016 5:00-7:00pm**

Local businesses have generously donated food and coffee; Desorcie's Market, Joey's Junction, Highgate Jolley, Highgate Irving, Traveling Chef and Sweetie Pies. We will have snacks, coffee and water here for the open house. The public will have access to the entire building and there will be information throughout the building regarding projects we have coming up and why they are happening or necessary. Heidi has handouts for the open house for people to rank the projects. We want and encourage feedback from our residents. Wendi has prepared a flyer to advertise the open house. It will be advertised on the website, FaceBook page, digital sign, in local businesses and flyers will be available at the General Election on Nov. 8<sup>th</sup>.

V. **OTHER BUSINESS & UPDATES**

There were some updates in their packets regarding Swanton Wind LLC from the Public Service Board.

VI. **ADJOURNMENT**

Motion by Bruce Ryan to adjourn the meeting @ 7:15pm. The motion was seconded by Luc Dupuis – **APPROVED.**

Minutes respectfully submitted by:

\_\_\_\_\_, Planning & DRB Clerk \_\_\_\_\_  
Wendi Dusablon Date

Minutes approved by:

\_\_\_\_\_, Planning Comm. – Chair \_\_\_\_\_  
Richard Wilkens Date