

# TOWN OF HIGHGATE

## Planning Commission Mtg.

August 30, 2016 @ 6pm

### Approved Minutes

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

#### I. CALL TO ORDER

Woodbury Rouse opened up the meeting @ 6:00pm.

Present for this meeting were:

**Planning Commission Board Members;** Woodbury Rouse; Luc Dupuis; Larry Simmons; Bruce Ryan; Richard Wilkens (arrived @ 6:15pm);

*absent – Barbara Chevalier*

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

**Public / Other:** Shelley Laroche - Treasurer; Andy King – Public Works Director

#### II. APPROVAL OF MINUTES

Motion by Woody Rouse to approve the minutes from August 16, 2016, as written. The motion was seconded by Luc Dupuis – **APPROVED.**

#### III. OTHER BUSINESS & UPDATES

- VWSD LLC solar project on Frontage Rd. information is in their packets.
- Lamkin Street sidewalk project – Heidi reiterated that these funds were secured back in 2013 and our match is \$62,000.00, half of which can be in-kind. Rise VT will be working on flyers for us with regard to this project for the open house event.
- ADA study follow up discussion from presentations at the Planning Commission and Selectboard meetings earlier in August.
- Some discussion on the Highgate Public Library and their desire to relocate to a larger space, as presented at the last PC meeting.

#### IV. CIP & OPEN HOUSE EVENT

- CIP – Shelley prepared a working draft of a spreadsheet for the PC to edit and fill in blanks. The PC will need to set up some time in October to interface with the Selectboard so everyone is on the same page prior to the open house event. Shelley will get more information out to the PC prior to the next meeting on September 20<sup>th</sup>.
- Open House – Tuesday, November 15<sup>th</sup> is the new date. Rise VT will be working on flyers for the sidewalk project. Ways to reach out the community were discussed including; FaceBook, website, our new digital message board, flyers sent home through the school, flyers available at the Nov. 8<sup>th</sup> General Election, and a possible town wide mailing. Rich Wilkens has been communicating with residents on projects like the sidewalks to get the correct information out there. He is finding that many people are unaware or misinformed. Food for the open house was discussed, and the PC will be reaching out to local businesses to see if they can help. There are a small amount of funds available in the budget to help with food, if needed. The PC will allocate time on the next agenda to further discuss the open house as well as the CIP.

#### V. REORGANIZE THE PLANNING COMMISSION

Motion by Woody Rouse to nominate Richard Wilkens as Chair of the Planning Commission. The motion was seconded by Larry Simmons – **APPROVED.**

Luc Dupuis will remain Vice-Chair of the PC. Woody will remain on the board until Barbara Chevalier returns, and then he will step down from the PC, but remain on the DRB.

PLANNING COMM. MTG. 8/30/16

ST. MATR'D COL.	REFLACE	RESERVES	TRADE IN EST	F161617	F17118	F18119	F19120	F20121	F21122	F22123	F23124	F24125	F25126	F26127	TOWN COST
	PUBLIC WORKS DEPARTMENT														
80000	1974 MASSY/ FENGLSON TRACTOR ROAD MOWER	2500		38750	38750										77500
7500	STEM JERRY CULTIVT PRESSURE WASHER	200		2437	2437										7300
100000	1801 JOHN DEERE 444H LOADER	25000		41150	43750	2434									73000
212100	1001 INTERNATIONAL 7500 TANDEN TRUCK	60000		41250	41250	43750									117000
300000	1991 CATERPILLAR 130G GRABER	15000		57000	57000	41250									165000
200000	2004 JOHN DEERE 410G GRABER	15000		30147	30167	29167									285000
248000	2014 WEST BURN STAR 6900 TANDEM TRUCK	60000		25714	25714	25714									1175000
65000	2015 FORD F550 COMPACT DUMP TRK W/ PLOW/SAND	25000		0	5000	3000	25714	25714	25714	25714	15715				1400000
160000	2015 INTERNATIONAL 7400 SINGLE AXLE TRUCK	50000		0	2255	11250	11250	11250	11250	11250	11250	11250	11250	11250	43000
	FIRE DEPARTMENT														
	FIRE DEPARTMENT FLOOR			60000											0
	PUMPADE FINE TRUCK			36959	40000										60000
	NEW WELL														40000
	PERSONAL PROTECTION GEAR														0
	DIGITAL VENTILATION SYSTEM			5000											0
	PARKS & RECREATION DEPARTMENT														
	HARFUL SCOE														0
	AREXZ ENTRY WAY														0
	PUBLIC LIBRARY														0
	LIBRARY RELOCATION / NEW LIBRARY BUILDING														0
	TOWN MUNICIPAL COMPLEX														0
276000	ADA MODIFICATIONS														0
	MUNICIPAL COMPLEX ROOF														0
	LEDWARE PROPERTY REDEVELOPMENT														0
	TOWN PROJECTS														0
450000	B-35 BRIDGE (MADONIA ROAD)			25000	25000										0
	ROUTE 72 CONDUIT SAFETY														0
	TRANSFER STATION SCHE EROSION														0
	SIDWALK PROJECT														0

WORKING DRAFT  
FOR PC MTG. 8/30/16

VI. ADJOURNMENT

Motion by Bruce Ryan to adjourn the meeting @ 8:10pm. The motion was seconded by Woody Rouse – **APPROVED.**

Minutes respectfully submitted by:

(as transcribed from the audio recording of this meeting, as I was not present)

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

Minutes approved by:

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