TOWN OF HIGHGATE
Planning Commission Mtg.

May 17, 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; Barbara Chevalier; Luc Dupuis; Larry Simmons; Bruce Ryan
Town of Highgate staff: Heidi Britch-Valenta – Planning & Zoning Administrator; Wendi Dusablon – Planning & DRB Clerk
Public / Other: None

II. APPROVAL OF MINUTES

Motion by Woody Rouse to approve the minutes from *March 15, 2016*, as written. The motion was seconded by Larry Simmons – **APPROVED.**
Motion by Woody Rouse to approve the minutes from *April 19, 2016*, as written. The motion was seconded by Luc Dupuis – **APPROVED.**

III. CAPITAL IMPROVEMENT PLAN

A copy of the CIP from town meeting day is in the packets. Department heads are working on prioritizing and Amanda from NRPC will be at our next meeting in June. When we receive departmental data we will need to look at it with a critical eye and move forward. The $41,999.00 that was approved in March for the CIP was dedicated to the fire department only. The proposal we are working towards now will be presented at town meeting 2017. Barbara asked about the pending solar projects in town and if any of that revenue will be able to offset the CIP. Heidi isn't sure that any of the proposals are far enough along to affect the next budget cycle. The Frontage Road projects are looking for users of the power that will be generated, and there could be gains to the town with regard to that. The CIP will be funded by taxes. Heidi pointed out that our grand list is growing, due to new builds and replacement homes. The lister department is currently working on the grievance process which includes some properties along the shoreline with regard to water quality. With regard to the CIP, there are still questions with regard the municipal roof leaks and the impact of the ADA study modifications we are working on. Larry had some questions about grant funds associated with the ADA modifications. There is a $75,000.00 grant we can apply for, which will require a percentage the town has to match. The planning stage we are in now is covered by a $10,000.00 grant. Larry feels it will make sense to wait for Laz Scangas (architect) to come back with plans and ideas, which could have impacts on the roof situation and other aspects of the municipal complex. The arena roof was also part of the previous CIP which needs further review. A spray sealer has been proposed to prolong the life of that roof, but that process is still relatively expensive. The goal is to have the CIP in solid form by the open house in September to present the framework to the public. In the coming months, the Planning Commission will be working in conjunction with the Finance Committee, ADA Study Committee, Selectboard, Sidewalk Committee and department heads on various projects.

IV. ADA STUDY COMMITTEE

Larry, Barbara, Heidi and Wendi are all on the ADA study committee and are present tonight for an update. Larry feels the entire ADA study will be more palatable to the public if it is presented noting there is the potential for $75,000.00 in grant funding also. This could all be worked into the CIP. The ADA study committee met with Laz Scangas (architect) on April 25th and addressed a lot of issues, concerns and needs for the municipal building. No further meetings have been scheduled until we have the plans back from Mr.

Scangas. Also being addressed is the potential of moving the library to the highway department side of the building and relocating the town garage. That additional piece of the study will cost no more than $1,200.00. Larry feels it's worth it, and will strengthen the argument for a new town garage if we do this. We have been approved for $10,000.00 with the grant so the bulk of the extra will be covered. Luc stated that the highway department has more flexibility as far as where it can go, and that the library needs to stay in the village. There is also property for sale in the village that the town should consider acquiring.

V. OTHER BUSINESS

- The fire department floor repairs will require an RFP and Heidi will seek some guidance on how that will proceed. Everyone is in agreement that the floor needs to be repaired.
- Heidi gave an update on sidewalks and the Route 78 safety study. Striping on the ground by David Desorcie's store was met with resistance. On July 7th AOT will be at the Selectboard meeting to discuss the pros and cons of taking over the stretch of VT Route 78 in the village. Jen Gagne, school nurse, is working hard on the Safe Routes to School program. Amy Brewer (NWMC), Betsy Fournier and Dore (RISE VT) have all contacted Heidi to see how they can help Highgate succeed with improving biking and pedestrian safety. Highgate was featured today in the St. Albans Messenger in the RISE VT section "The Majestic Town of Highgate". Heidi would like a resident to lead the charge on the sidewalk committee and is looking for a volunteer. The National Walk to School Day will be on October 5th.
- The Finance Committee is still looking for a representative from the PC to join them. They work on policies, reconciling bank statements and administering the budget. Luc Dupuis is interested to see how it works and will give it a try. Their next meeting is on June 6th.
- Local Motion has contacted Heidi and can provide a rack of bikes if the PC would like to use them to tour some of the areas we are focusing on.
- Schedule (tentative) of upcoming meetings:
  June 16th – Laz Scangas (architect) will be at the Selectboard meeting for a presentation on the ADA study.
  June 21st – Info will be back from department heads as well as information from the ADA study. We should be close to having CIP framework by this PC meeting in June.
  July 7th – At the Selectboard meeting AOT will be here for a discussion on the pros and cons of taking over the section of Rt. 78 that runs through the village.
  July 19th – The Finance Committee will attend this PC meeting.
  Aug. 4th – Present the CIP to the Selectboard. The PC should be at the Aug. 4th meeting to discuss any further needs and how to present it at the open house in September. If this date seems too soon, we can make it more of a working session / exchange between the PC and Selectboard. The Finance Committee could provide an update at this meeting as well. Luc pointed out that this date conflicts with Franklin County Field Days.
  Aug. 18th –This will be an opportunity for revisions that come out of the Aug. 4th meeting and fine tune the presentation for the open house on Sept. 20th.
  Sept. 1st – At the Selectboard meeting the CIP could possibly be adopted if finalized. This meeting will also be more discussion regarding the open house on Sept. 20th.
  Sept. 20th – Open house event at the municipal building.
  Oct. 6th – Recap of the open house at the Selectboard meeting. This will be a joint meeting of the PC, FC, ADA and Selectboard. Sounds like a pizza night!

VI. UPCOMING EVENTS

May 19	7pm	Selectboard Mtg.
May 30		MEMORIAL DAY CELEBRATION BBQ @ 11, Parade @ 1, Auction to follow
June 1	6pm	Library Trustee Mtg. @ library
June 2	7pm	Selectboard Mtg.
June 6	3pm	Finance Committee
June 7	6pm	Parks & Rec. @ arena
June 9	6pm	DRB Mtg.

VII. ADJOURNMENT

Motion by Bruce Ryan to adjourn the meeting @ 7:30pm. The motion was seconded by Luc Dupuis – **APPROVED.**

Minutes respectfully submitted by:

_____, Planning & DRB Clerk _____
Wendi Dusablon Date

Minutes approved by:

_____, Planning Comm. – Chair _____
Woodbury Rouse, Jr. Date