

TOWN OF HIGHGATE

Planning Commission Mtg.

June 21, 2016 @ 6pm

Approved Minutes

NOTE: All actions taken are unanimous unless otherwise stated.

I. CALL TO ORDER

Woodbury Rouse opened up the meeting @ 6:05pm.

Present for this meeting were:

Planning Commission Board Members; Woodbury Rouse; Luc Dupuis; Larry Simmons; *absent – Bruce Ryan & Barbara Chevalier*

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

Public / Other: Andy King; Richard Wilkens; Liza Comiskey; David Desorcie; Shelley Laroche; Laz Scangas

II. ADA STUDY – LAZ SCANGAS, ARNOLD & SCANGAS ARCHITECTS

Laz had preliminary plans and ideas to share with the group regarding the ADA study and more efficient use of our office space as well as upstairs space.

There are ADA compliance issues associated with the front and rear entrances to the municipal offices, as well as the height of the counter, the bathrooms, and the width of some doorways. The plan for better use of the office space includes relocating the Town Administrator and Town Treasurer, enlarging the listers space, opening up the clerk's area and research areas, relocating the Public Works Directors office and adding another small meeting space in the rear area of the fire department. Parking issues were talked about as well as ADA compliance in the parking lot. The upstairs area could be another small meeting area and also continue to be used as storage space with proper shelving to organize it. A lift or LULA was discussed to access the upstairs, and if it was necessary, depending on what the usage will be upstairs. This is an expensive option and should be looked at carefully. The main meeting space in the back (community room) won't change much, other than moving all the cabinets out to allow for more seating, up to 49 people. There was some discussion on grants that are available to offset the costs. Laz will be at the July 21st Selectboard meeting to present his ideas. He will incorporate all that was discussed tonight as well. The Planning Commission would like to see pricing for the necessary ADA compliance deficiencies, as well as pricing for the overall project, and broken down as much as possible for the Selectboard. The group at tonight's meeting felt very strongly that the board would need ballpark pricing as part of the presentation on July 21st.

III. CAPITAL BUDGET DISCUSSION – WITH THE FINANCE COMMITTEE

Andy King presented a draft list of the Public Works Department's equipment, projects, plans, wish list and replacement schedule for review. Andy has ranked his proposal but does not yet have the supporting documents to back it up, but he will have. There was some discussion on the fleet of vehicles we currently have as well as items that can be removed from the current plan. Andy would like to consider for the future to contract out the mowing and see if that is feasible. Shelley noted that the PWD grid for the CIP should and will be warned separately. At Town Meeting there will be a General Fund article, a General Fund CIP article, a Public Works Department article, and a Public Works Department CIP article. The draft Andy presented tonight, which was edited some during the meeting, can be seen on page 2.

6-21-16



DRAFT

Public Works Department

Proposed Vehicle/Equip	Asset	Trade estimate	Replacement cost estimate	Total Cost to Town estimate	Year to be installed	Priority
Replace Trencher Truck	2010 International 7620	\$60,000.00	\$225,000.00	\$165,000.00	2020	D
Replace Tandem Truck	2014 Western Star 4800P	\$60,000.00	\$240,000.00	\$180,000.00	2024	F
Replace Single Axle Truck	2016 International 7420	\$50,000.00	\$160,000.00	\$110,000.00	2026	F
Replace Motor Grader	1991 Caterpillar 120G	\$15,000.00	\$300,000.00	\$285,000.00	2021	D
Replace Loader	2001 John Deere 464H	\$25,000.00	\$200,000.00	\$175,000.00	2020	D
Replace Backhoe	2004 John Deere 410H	\$25,000.00	\$200,000.00	\$175,000.00	2023	F
Replace Backhoe/Loader	1994 Massey Ferguson	\$25,000.00	\$400,000.00	\$375,000.00	2018	F
Replace Snow Blower/Generator	M-T Proscro waulter	\$200.00	\$7,500.00	\$7,300.00	2019	N
Total Trade estimate			Total Vehicle/Equip Replacement	Total Cost to Town Vehicle/Equip		
		\$237,760.00	\$1,412,500.00	\$1,174,800.00		

Proposed Road Projects

Project Name	Location	Start/Other Funds	Total Replacement cost	Total Cost to Town estimate	Year to be installed	Priority
Replacement of D 28 Bridge	Michla Rd	\$5,445,421.00	\$2,284,500.00	\$3,160,921.00	2019	U/C
Rebuild 78 Concrete Safety	Roule 19	\$200,000.00	\$400,000.00	\$600,000.00	2020	R
Transfer Station Sign & Station	1st Station	\$227,049.00	\$227,049.00	\$0.00	unknown	R

Total Trade/Other Funds	Total Replacement cost	Total amount to be raised
\$6,707,070.00	\$5,736,549.00	\$2,469,679.00

Remove from current plan

Equipment trailer
Town Highway Garage
Carter Hill Rd improvements

Falling Equip Wash List

Equipment	Approx cost	Priority
Excavator	\$150,000.00	D/F
Heavy Equipment Trailer-used	\$12,000.00	D/F
Small Vibratory Roller/road	\$7,500.00	D
Pavement patching machine	\$9,000.00	F
Wood/Brush chipper	\$10,000.00	F
"Hot Box" Asphalt Repair	\$20,000.00	F

Other equipment not on scheduled replacement are needed

Equipment	Approx Cost
John Deere 507Z Zero Turn mower	\$15,000.00
John Deere 345 Lawn Tractor	\$7,500.00
Bobcat Push loader	\$5,000.00
6x6 Grass Trimmer	\$300.00
Trailer mounted Bale Mower	\$2,500.00

DRAFT

Liza Comiskey was present for discussion on the Highgate Public Library to present her vision, but she did not have a lot of the details. The library relocation has been a long standing need, as they have outgrown their current space. Liza has been working with the Department of Libraries, as well as speaking to other facilities that have either relocated or remodeled recently. The plan would be to look ahead for twenty years of growth. All estimates are coming back at \$400.00 - \$600.00 per square foot for a complete new library. She would need to at least double her current space, which is approximately 1,200 square feet. She realizes this is very expensive and spoke emotionally about the potential of it not happening at all. The current library is also not ADA compliant. We need to look at the resale price of the current library and also more grant funding. Ideally she would like a space like Fairfield, 3,350 square feet, but at a minimum of \$400.00 per square foot, that equals \$1.3 million. Richard Wilkens pointed out that any space bigger is more than she has now. Liza stated it is the library trustee's job to advocate for the new library. Heidi feels that it is all of our jobs to move this forward if we can. Liza further noted if a new building is not going to happen, then a new roof is definitely necessary. Liza also noted that they are being phased out of the E-Rate program, so Chris Yates mentioned looking at the phone system that is used at the municipal offices. Liza would also like a new copier for the library. It was discussed whether a copier is needed or a printer that can also make copies, so there would not be a monthly bill. They will be getting new computers at the library this year with funds from the Friends of the Library account. The Library Trustees will be meeting again on July 6th @ 6pm. The next Planning Commission meeting is Tuesday, July 19th and we will need numbers back from everyone by then.

IV. APPROVAL OF MINUTES

Motion by Woody Rouse to approve the minutes from May 17, 2016, as written. The motion was seconded by Luc Dupuis – **APPROVED**.

V. OTHER BUSINESS

- The zoning fees list has been amended to add a few items that were omitted (letters of compliance \$30, certificate of approved location \$25 per lot, variances \$150, permits for ADA ramps at no charge, and permits for non-profit organizations at no charge).

VI. UPCOMING EVENTS

July 4		Municipal Offices are CLOSED
July 7	7pm	Selectboard Mtg.
July 14	6pm	DRB Mtg.
Aug. 9	7am-7pm	State Primary Election – voting @ Highgate Elementary School

VII. ADJOURNMENT

Motion by Woody Rouse to adjourn the meeting @ 8:54pm. 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