

**TOWN OF HIGHGATE**  
**Planning Commission Mtg.**  
**January 2, 2020 @ 5:30pm**

Special date and time – Nov. 2019 & Dec. 2019 were cancelled

**Approved Minutes**

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

**I. CALL TO ORDER**

Luc Dupuis, PC Chair, opened up the meeting @ 5:32pm.

Present for this meeting were:

**Planning Commission Board Members;** Luc Dupuis – Chair; Tom Conley – Vice Chair; Ken Thompson; Richard Noel; Bruce Ryan

**Town of Highgate Staff:** Heidi Britch-Valenta – Town Administrator & Planner; Wendi Dusablon – Town Clerk & Public Meetings Clerk

**Public / Other:** Sharon Bousquet – Selectboard Chair; Shaun Coleman – NRPC; Ty Choiniere – Highgate Recreation Commission Chair; Joe Depatie – HVFD Chief

**II. CAPITAL IMPROVEMENT PLAN**

- **Parks & Recreation Commission** – Ty Choiniere was present for this discussion. The two items listed on the CIP for this cycle are \$5,000.00 towards a new Zamboni (replacement year approx. 2029) and \$15,000.00 towards replacing the indoor turf (replacement year approx. 2022). There was discussion on the turf and how long we have had it and how it has held up. We need to replace it to continue with all the indoor spring and fall programming we have added. The Zamboni is holding up well and we have put money into it recently. They have the funding for the storage building already but ran out of time in 2019 to start construction of it. Motion by Richard Noel to accept the requests from the Highgate Recreation Commission for the CIP. The motion was seconded by Tom Conley – **APPROVED.**
- **Highgate Volunteer Fire Department** – Chief Joe Depatie was present for this discussion. There is \$25,000.00 in this cycle towards replacement of Engine 2. The truck is a 2006 model and at this rate, Joe estimates the truck will be about thirty years old before we can afford to replace it. Sharon noted that for this cycle \$25,000.00 is all we have to put towards the new truck. There are many large expensive projects in town to concentrate on. Joe does not see any other needs for the CIP at this time. The new truck we just ordered in late 2019 may be here by Christmas time 2020 or at the latest by Town Meeting Day 2021. Motion by Tom Conley to accept the request from the Highgate Volunteer Fire Department for the CIP. The motion was seconded by Richard Noel – **APPROVED.**
- **Misc. Changes** – Sharon would like to see a few changes made within the rest of the CIP. She asked that the line for the side arm mower be changed to \$0.00 and the 2010 International truck be increased to \$60,000.00 and the Machia Road slide repair be increased to \$30,000.00. There was discussion about the Transfer Station and if Casella was interested in the

property. There were also questions about our current contract with Casella. Motion by Richard Noel to decrease the side arm mower line item to \$0.00, to increase the 2010 International Truck line item to \$60,000.00 and to increase the Machia Road slide repair line item to \$30,000.00. The motion was seconded by Tom Conley – **APPROVED**. Richard asked if there were any funds left from the Machia Road bridge project – we won't know until spring. If we know before Town Meeting those funds could be reallocated by the voters. There are also some funds set aside for stormwater grant matches, which Heidi doesn't believe have been utilized but she will check with Shelley. Joe Depatie would like to see the line item for the HVFD Engine 2 increased in the future.

**III. HAZARD MITIGATION PLAN**

Shaun Coleman from North West Regional Planning (NRPC) was present. He gave some background on the Hazard Mitigation Plan and why we have one and why it is useful. If there is a federal declared emergency, such as in 1998 with the ice storm, FEMA would pay 75% of the emergency repairs, with the town responsible for 25%. Having a Hazard Mitigation Plan in place brings the town percentage down to 12.5%. This plan also helps us apply for grant funding, for example at the Transfer Station or with home buyouts like we did on Waugh Farm Road and Riverview Lane. The plan is due in early 2020 so the clock is ticking. We are in good shape to have this plan updated (due every five years) and in to FEMA so we don't lose out on any grant funding opportunities. Shaun had already put in edits, additions, corrections and comments from previous meetings that were forwarded to him by Heidi. The remainder of this meeting was spent on the Hazard Mitigation Plan going page by page with further edits, additions, corrections and comments.

**IV. OTHER BUSINESS & UPDATES**

There was no time left for other business and updates, as the Selectboard meeting is scheduled for 6:30pm immediately following this PC meeting.

**V. ADJOURNMENT**

Motion by Bruce Ryan to adjourn the meeting @ 6:38pm. The motion was seconded by Richard Noel – **APPROVED**.

Minutes respectfully submitted by:

Wendy Dusablon Town Clerk & Public Meetings Clerk  
Wendi Dusablon

1-21-2020  
Date

Minutes approved by:

Tom Conley Vice  
Planning Commission – Chair  
Luc Dupuis Tom Conley

1-21-2020  
Date