TOWN OF HIGHGATE
Planning Commission Mtg.
November 20, 2018 @ 6pm

Approved Minutes

NOTE: All actions taken are unanimous unless otherwise stated.

I. CALL TO ORDER

Luc Dupuis, Chair, opened up the meeting @ 6:00pm
Present for this meeting were:
Planning Commission Board Members; Luc Dupuis – Chair; Thomas Conley – Vice Chair; Bruce Ryan; Richard Noel
Town of Highgate Staff: Heidi Britch-Valenta – Town Administrator; Wendi Dusablon – Town Clerk & Public Meetings Clerk *(left @ 6:20pm)*
Public / Other: Ken Thompson; Sharon Bousquet; Steve LaFar; Butch Brosseau; Nick Scott; Ty Choiniere

II. APPROVAL OF MINUTES

Motion by Bruce Ryan to approve the minutes from *October 16, 2018*, as written. The motion was seconded by Tom Conley – **APPROVED.**

III. CAPITAL IMPROVEMENT PLAN (CIP)

The Planning Commission invited department heads to this meeting to begin the CIP discussion for FY2019-2020. The Public Works Department and Recreation Commission were represented. The total request, as of the end of this meeting, was $450,000.00.

IV. MISC. UPDATES & OTHER

- Heidi gave a detailed update on grants and various town projects.
- All town boards and committees need to start thinking about their write ups for the 2018 town report.
- Ken Thompson has submitted a letter of interest to join the Highgate Planning Commission. Motion by Luc Dupuis to recommend that Kenneth S. Thompson be appointed to the Planning Commission at the next Selectboard meeting on Dec. 6th. The motion was seconded by Bruce Ryan – **APPROVED.**

V. ADJOURNMENT

Motion by Bruce Ryan to adjourn the Planning Commission meeting @ 8:35pm. The motion was seconded by Richard Noel – **APPROVED.**

Minutes respectfully submitted by:

W Dusablon, Town Clerk & Public Meetings Clerk — 1-15-19
Wendi Dusablon — Date

(left meeting early, so minutes were transcribed from my own notes, as well as the audio recording and notes from Heidi)

Minutes approved by:

Luc Dupuis, Planning Comm. – Chair — 1/15/19
Luc Dupuis — Date