

TOWN OF HIGHGATE

Village Core Master Plan Mtg.

January 28, 2020 @ 6:00

Present were: Woody Rouse, Clarence Miller, Richard Noel, Mary Laroche, Evangeline Larocque, Heidi Britch-Valenta, Greta Brunswick, NRPC and John Kiernan, Otter Creek Engineering. Lynnette Claudon, ANR DEC Facilities Engineering Division participated via phone.

CALL TO ORDER- Woody called the meeting to order at 6:10pm.

MINUTES- Evangeline made a motion to accept the meeting minutes from January 14, 2020. Richard seconded the motion- **APPROVED**.

WASTEWATER STUDY KICK OFF MEETING- Greta gave an overview of NRPC's role in the project because they were the firm selected for the WW Study Support Services RFP. This is a unique collaboration of two grant sources to create a more comprehensive study that goes beyond what the ANR Planning Advance can accomplish as a standalone project. This pilot concept had been used in the Town of Hyde Park and Burke to create a more robust report. NRPC's proposed scope of work and schedule was circulated and discussed. Draft meeting dates for the completion of the project were proposed as follows:

Highgate Village Core Wastewater and Water Feasibility Study PROJECT TIMELINE: Draft 2/28/2020

ACTIVITY	START	END	NOTES
Kick off Meeting	1/28/2020		Review Schedule, Scope of Work and Communications Plan
Steering Committee Meeting	2/25/2020		Review plan for community outreach. <u>Deliverables:</u> draft survey, draft informational flyer, planning analysis.
Town Meeting	3/3/2020		Kickoff survey. Informational flyers available.
Survey	3/3/2020	3/24/2020	Survey Open. Copies mailed to residents and businesses. Online link sent out to email lists and front porch forum. Advertised at the library with commuter station to complete it.
Survey Follow-up	3/24/2020	4/7/2020	Door to door follow up.
Steering Committee Meeting	4/14/2020		Review survey results. <u>Deliverables:</u> survey summary
Steering Committee Meeting	5/25/2020		30% Draft Review.
Coffee House Discussion Tables	6/1/2020	6/6/2020	Coffee house discussion tables at library and other locations with 30% draft information. Opportunity to learn more about project.
Steering Committee Meeting	7/21/2020		90% Draft Review. Meeting advertised to broad stakeholders and interested parties.
Public Meeting	TBD		Public meeting in August to advertise final project.
Project End	9/30/2020		

Lynnette asked for a 60% study which had not been included in the scope. This was agreed to.

Greta asked for clarification when they should anticipate the archaeological assessment should be performed. John suggested that near the 30% complete phase might be the ideal time for the assessment.

John gave an overview of what he had gathered for information to date and the soils map was reviewed. Current conditions were discussed and potential sites for systems were identified. The primary focus of the Village Core Master Plan (VCMP) property was reiterated but the study will seek to address any deficiencies in the Village area.

John suggested that the Committee should consider getting on the ANR CWSRLF and DWSRLF priority list for this project for final design funding. Lynnette mentioned that they anticipate announcing a round of 100% loan forgiveness for final designing funding in March. This was appealing to the Committee and Heidi, Greta and John will pursue it further with Tom Brown and Lynnette.

Greta will have the draft survey and informational flyer for the next meeting in February. The survey will be circulated at Town Meeting Day and at various locations in the Village. A mailing may also be necessary to make sure it reaches all significant property owners.

John suggested Department of Health (DOH) water testing kits may be beneficial for gathering information and the RCAP has funding to cover the cost and assist with transporting to the DOH. They may be able to provide assistance to landowners with water issues. Heidi noted that it will be important to make sure landowners understand that this information gathering is not connected to any punitive actions if issues are discovered.

John asked for further information on systems in the village to be forwarded to him so he can start with a good understanding. Greta will be working on this information gathering and will coordinate.

The concurrent study of the extension of Swanton Village Water and Sewer was discussed. The February 6th presentation of 90% complete Economic Impact Study at the joint Highgate Selectboard and Swanton Village Trustees meeting was discussed.

HISTORICAL BUILDING ASSESSEMENT – Heidi reported that Lisa Ryan, Preservation Trust of Vermont (PTV), came back with an update that the historical assessment of the former Stinehour Hotel could include price estimates for an additional \$500 and total price of \$1,500. The PTV will fund \$500, the Committee had already committed \$500. Greta agreed to fund the necessary \$500 with Brownfield Funds set aside for this project.

MEMORANDUM OF UNDERSTANDING (MOU) Heidi reported that Sheryl and Ron Wilkins had carried the discussion of the boundary line adjustment to the Selectboard and the Selectboard agreed that they would support their request to give the Wilkins first opportunity to have a boundary line adjustment before considering a sale to any third party. The issues of Brownfield contamination, voter approval and for a formal recommendation from the VCMP to do this.

OTHER BUSINESS

RISEVT AMPLIFY GRANT- the Selectboard approved the application for \$1,500 for another community celebration and it will be submitted on February 6th.

MEETINGS-Next meeting will be Tuesday, January 25th at 6:00pm.

ADJOURNMENT

Clarence made a motion to adjourn at 8:10 pm, seconded by Lene. APPROVED.

Minutes respectfully submitted by:

Heidi Britch-Valenta

Date