

# **BUILD. | Centerline Architects | The Housing Initiative & Highgate Village Master Planning Steering Committee**

Kick-off meeting 5/8/18, Highgate town offices:

## **Agenda & Minutes:**

### Attending:

Town: Heidi B-V, Sharon Bousquet, Steve Lafar, Woody Rouse, Richard Noel, Clarence Miller, David Roddy

BUILD. | Centerline Architects | The Housing Initiative: Nathan Suter, Kevin Racek, Paul Simon  
6:05 call to order

1. Regular date / time for check in calls
  - a. 1st and 3rd Thursdays at 6:30 pm. Highgate folks may choose to gather at Town offices and participate via one phone.
  - b. First phone meeting / check-in call will be May 17
  - c. Conference call number will be: (515) 604-9376 x 998715
2. Discuss public engagement and summer schedules - resolve question
  - a. Broad agreement that July and August are not advantageous to do public engagement. Project will be on "pause" with regard to public engagement and meetings with SC, et. al. for July and August 2018
  - b. This means charrettes (intensive public engagement workshops) will likely occur in September
  - c. Intent is for project work to be complete by end of February in advance of Town Meeting day. All understand that many variables affect this. All will make best efforts towards this.
3. Dates for all meetings & Charrettes, if possible - all meetings are open to the public
  - a. Meetings with SC - Meetings to be held at Highgate Town offices unless otherwise noted:
    - i. June 12, 6:00pm - in person
    - ii. October 9, 6:00pm - in person
    - iii. November 13, 6:00pm - BUILD team via phone. Staff and SC at Town Offices
    - iv. January 8th, 6:00 - in person
  - b. Public engagement meetings / events:
    - i. Anticipated September charrettes TBD, Location TBD
    - ii. Anticipated February final public presentation TBD, Location TBD

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*Accepted 5-17-18*

4. Sign contract
  - a. Nathan Suter (BUILD) and Heidi Britch-Valenta (Highgate) executed the contract and addendums
5. Details on coordination with business group
  - a. Scope of business group was discussed. We reached agreement that those with “business” interests would be considered broadly - in line with the general approach to this process which is intended to be as inclusive as possible.
6. Discuss ideas about how to do outreach to residents
  - a. Facebook, local papers, posters, and 8.5x11 flyers were discussed
  - b. It is clear that many residents engage in discussions of Town business in the course of their normal lives. Efforts will be made to make the survey available in paper form at convenient, high-traffic locations (including Sue, the Avon lady)
7. Explore greater background regarding the property, town conversations, etc. that can help define range of public appetite
  - a. Broad consensus on SC that residents want it to be sold and join grand list
  - b. Not a burden to taxpayers in long run
  - c. Examples of past public funds invested include: Brick manufacturing plant, Waste USA site (now Casella), VELCO... valued as “smokeless industries”
  - d. Understanding that public funds (Highgate) are limited and all must dream within reasonable parameters
  - e. Discussion of traffic flow, town planning, etc. as factors
  - f. Discussion of bicycle traffic, tourism Highgate springs, etc. as relevant factors
  - g. Future interests of the US Post office adjacent were mentioned, as were the grocery store and previous outreach to the Town that may have been initiated by an agent of a “general store” which may or may not have been a Dollar General or similar.
  - h. Possible library site - considered in balance with best use of site as a whole, and with reasonable scope for library
  - i. Understanding that phased approach may be beneficial
  - j. Understanding that there may be a period of time before financial aspect is paid for by tax revenue
8. Explore political and financial will from the perspective of the SC & Heidi
  - a. See notes under “7” above.
  - b. BUILD team noted that our process seeks to distill the public conversations into discovery of and honoring of the values of the community as expressed through the choices made about this parcel
9. Understand expectations and obligations for open meetings law, timing, warnings, etc.
  - a. HBV prefers to warn meetings 15 days in advance, 7 days is required
  - b. BUILD to take minutes

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- c. Minutes to be reviewed and approved at following meeting
  - d. Select Board attendance of 3 or more is a quorum. HBV and any Select board members in attendance are expected to refrain from discussing SB decisions or business at Village Core Master Planning meetings to remain within bounds of public meetings and warnings.
10. Discuss / show rough draft of Wiki site
- a. Time / technical issues precluded this. BUILD will send a link to HBV.

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