

# TOWN OF HIGHGATE

## Development Review Board

June 13, 2019 @ 6pm  
Approved Minutes

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

### I. CALL TO ORDER

The meeting was called to order by Chair, Richard Trombley @ 6:00pm, noting there was a quorum of the board present.

Present at this meeting:

**DRB members:** Richard Trombley, Chair; Tim Reynolds, Vice-Chair; Woodbury Rouse, Jr; Scott Martin; Michael Kravetz

**Staff:** Wendi Dusablon- Town Clerk / Public Meetings Clerk; Samantha Derosia – Zoning Administrator

**Public / Other:** Maurice Campagna; Normand Campagna; Peter Garceau; Daniel Handy; Courtney Veeder

### II. PUBLIC HEARINGS

**Campagna, Donald – Estate of  
Browne, Nancy – Executor  
2 Lot Subdivision – Preliminary Plan Review  
758 Campagna Road  
Agricultural District**

Present for this hearing were Courtney Veeder from Barnard & Gervais, Maurice Campagna and Normand Campagna. All were sworn in by Rick Trombley. Courtney explained the project, which is quite simple. The parcel is currently 50 acres and they are looking to split that into two lots – lot 6 will be 2 acres and lot 7 will be 48 acres. Maurice explained to Normand that this is the lot directly behind his home. There were questions from Maurice about established lots 1, 2 and 3 and the sizes of those lots. Of those already established lots, only lot 2 is developed at this time. Rick had questions about the greenhouse currently being constructed on lot 7. Wendi and Samantha confirmed that a permit for the greenhouse and a driveway permit were obtained from the town in the past month or two. Normand Campagna stated there is a well at the greenhouse also. Courtney informed everyone that an agricultural well can be done without any permits what-so-ever because it is not considered potable water and is used for only ag purposes. To convert that into potable water would be a very strict process. The board would like the greenhouse, driveway and ag well shown on the plans for this subdivision. Courtney asked Wendi to scan a copy of the permits to Michael and Andrew and Barnard & Gervais. There was discussion on power and power poles. Courtney indicated it would very likely be above ground power to the new lots. The board and the Campagnas were also curious if the executor of the estate had signed off on the permits. Wendi pulled the permits and Nancy Browne did sign the greenhouse permit. The driveway permit only asks for a signature of the “applicant” not the owner. So Darren Polhemus signed the driveway permit. Rick read through the criteria from the development regulations. There were no further questions from the board or those present. Motion by Tim Reynolds to move this hearing to final review. The motion was seconded by Woody Rouse – **APPROVED**. They hope to be ready to return for the next meeting. The deadline for the Thursday, July 11<sup>th</sup> meeting is Monday, June 24<sup>th</sup>.

**Handy, Lawrence J – Handy Lorraine – Handy, Floyd E  
Family Partnership c/o Daniel Handy  
4 Lot Subdivision – Sketch Plan Review  
423 VT Route 78  
Industrial / Commercial District &  
Medium Density Residential District**

Daniel Handy was present as well as Peter Garceau from Cross Consulting Engineers. Both were sworn in by Rick Trombley. Samantha handed out large maps provided by Peter prior to this hearing. Peter explained the project and noted that Cross Consulting has surveyed the entire parcel. It was noted

that this property runs parallel to the airport property. Rick had questions about the pad on lot 3 and where that came from. That is the pad from the original state hangar and that will be removed once development begins. The buildings shown on the plans are former hangars that are used mostly for storage, and sometimes for planes. The plans show lot 1 (3.22 acres); lot 2 (4.07 acres); lot 3 (4.44 acres); and the last lot is not numbered and is only listed as "remaining lands" (124.67 acres). The board would like to see the largest lot as lot 1 and the smaller lots as 2, 3 and 4. Rick asked about the gravel driveway and if it will remain there. Dan noted that it is mostly sand, not gravel, and is the existing curb cut to access what will be known as lot 1. Peter added that any future development would more than likely have curb cuts off from Airport Road, not Route 78. Airport Road is a private road in the Town of Highgate, Road #18. For now, no development is planned, they are just splitting out the lots. There was discussion about adding curb cut wording to the notes on the plans. The plans presented tonight are titled "partial site plan" because the entire parcel is not shown, but will be for the final review. The existing field driveway is also shown on the plans. There was discussion on setbacks on a state road vs. a town road (from center of road 45' town / 85' state). Rick read through the criteria from the development regulations. Peter asked if they have to return once more or twice. This is a major subdivision application, which will require them to come back for a preliminary review and then a final review. Motion by Tim Reynolds to move this hearing to preliminary review. The motion was seconded by Woody Rouse – **APPROVED**. They also plan to be ready to return for the July meeting. The deadline for the Thursday, July 11<sup>th</sup> meeting is Monday, June 24<sup>th</sup>.

**III. APPROVAL OF MINUTES**

Motion by Tim Reynolds to approve the minutes from May 9, 2019, as amended. The motion was seconded by Woody Rouse – **APPROVED**.

**IV. OTHER BUSINESS & UPDATES**

- The final mylar for Thornton Machia's boundary line adjustment was signed.
- The decision letter for Adam & Nannette Locke was signed.
- Samantha had a list of questions and some updates for the board.
- We have received a 45-day advanced notice (dated 5/13/19) from Native Energy on a project at the Laroche Farm @ 1881 Durkee Road. The board would like to hear more about the proposed 44 kw dairy manure anaerobic digester and electric generation project. Samantha will look into seeing if she can get more information or have someone come to a future meeting to answer questions.

**V. DELIBERATIVE SESSION**

Motion by Tim Reynolds to enter into deliberative session @ 7:15pm. The motion was seconded by Woody Rouse – **APPROVED**. Motion by Rick Trombley to exit deliberative session @ 7:55pm. The motion was seconded by Woody Rouse – **APPROVED**.

**VI. ADJOURNMENT**

Motion by Rick Trombley to adjourn the meeting @ 7:58pm. The motion was seconded by Scott Martin – **APPROVED**.

Minutes respectfully submitted by:

  
Wendy Busablon

Town Clerk &  
Public Meetings Clerk

7-11-19  
Date

Minutes approved by:

  
Richard Trombley, DRB, Chair

7-11-19  
Date