

TOWN OF HIGHGATE
Planning Commission Mtg.
September 18, 2018 @ 6pm

Approved Minutes

NOTE: All actions taken are unanimous unless otherwise stated.

I. CALL TO ORDER

Luc Dupuis, Chair, opened up the meeting @ 6:03pm

Present for this meeting were:

Planning Commission Board Members; Luc Dupuis – Chair; Thomas Conley – Vice Chair; Bruce Ryan

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

Public / Other: Betsy Fournier – Rise VT; Richard J. Noel; Sharon Bousquet

II. MINUTES

Motion by Bruce Ryan to accept the minutes from June 19, 2018, as written. The motion was seconded by Tom Conley – **APPROVED**.

III. MISC. UPDATES & FUTURE PROJECTS

- Richard J. Noel was present and has expressed interest in serving on the Planning Commission. Richard has decades of experience in town government, and has served the town in several roles since 1974. Motion by Luc Dupuis to accept Richard J. Noel as a new member of the Highgate Planning Commission, pending Selectboard approval on Thursday. The motion was seconded by Bruce Ryan – **APPROVED**.
- The group discussed the walk around the village that took place back on June 19th. Topics discussed were signage, tree trimming, crosswalks, flashing beacons, intersections, speed bumps, concerns with our current sidewalk, reseeding the park and damage to the walkway by the library.
- There was discussion regarding future sidewalk projects, particularly from the Highgate Historical Society location down to McCuins. The daycare facility at the Methodist Church (Diana Sartwell) would be a great advocate for this project. It was suggested that they assist us in the process and conversations with other landowners and the community in general.
- At the DRB meeting on Sept. 13 it was discussed to have multi-board meetings more often, possibly quarterly or bi-annually.
- Two charrettes are being held with regard to the Village Core Master Plan. Wednesday, Sept. 19 @ 5:30pm and Saturday, Sept. 22 @ 10am – both at Highgate Elementary School.
- The survey results are in for the Village Core Master Plan. Heidi shared the results that were generated from approximately 60 responses.
- Heidi inquired if the PC would like to have a consultant come in and lead a workshop on energy efficiency. We would offer the space and advertise the workshop. Attendees would earn a credit towards a home energy audit. We could schedule this for a normal PC meeting night sometime in the next few months. All agreed this was a good idea.
- A workshop is being held on Oct. 1 in Castleton with regard to Community Economic Development. Sharon will be attending this workshop and anyone else interested can let Heidi know and she will register them.
- VTrans will be here on Oct. 15 @ 6pm to hold an informational meeting with regard to future plans at the Franklin County State Airport.
- Heidi updated the group on grant opportunities available. The Animating Art Grant is to beautify a piece of town infrastructure. This is a \$15,000.00 grant with no match that could be used for murals, sculptures, etc. This would be a great idea for the arena in the lobby area or even perhaps on the outside of the arena building. The letter of intent for this is due by Dec. 10. The Transportation Enhancement Grant is focused on storm water issues this year. It would cover 80% of the cost but does not allow for in-kind labor and equipment to be used for the match. The Outdoor Recreation Grant is a 50/50 grant and our 50% can be in-kind. One project that fits both criteria is the portage route at the bottom of Mill Hill to connect with the other side. Heidi had photos to share that she took earlier in the day.

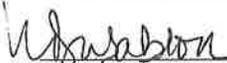
If the PC is agreeable, this can also go before the Selectboard on Thursday. The Transportation Alternatives Grant is due Oct. 17 and has a cash match. The other has a pre-application due date of Oct. 15. We can also collaborate with Northern Forest Canoe Trail and Alex Airoidi's program through Probation & Parole on this project.

- There was discussion on electric charging stations. A grant is available with a 10% match if placed on a town government piece of property (such as the park & ride). We need more information, so we could ask to have a rep from the program come to a meeting in the future and provide more information. Installing one of these stations would also count towards our energy goals. Other towns have them, but there are many ways to go about it, and many options to choose from including sizing and how residents will pay (or not pay) to use them.
- Buxton has communicated with us on making retail marketing packages for the Town of Highgate. There is more information in the drop box. This is interesting and possibly very timely for us. They use data that they purchase about consumer trends and can provide real data about people in our community. They would put together a package and we would purchase an app to find out who in our community is spending their money in what ways and for what services. A marketing strategy would then be developed to help us recruit businesses to come to our town. Heidi will share a link with the board that includes testimonials from other cities and towns. None are in Vermont, but some are as close as New Hampshire and some are close in size to our town.

IV. ADJOURNMENT

Motion by Bruce Ryan to adjourn the meeting @ 7:33pm. The motion was seconded by Tom Conley - **APPROVED.**

Minutes respectfully submitted by:

 _____, Town Clerk & Public Meetings Clerk 10/16/18
Wendi Dusablon Date

Minutes approved by:

 _____, Planning Comm. - Chair 10/16/18
Luc Dupuis Date