

**TOWN OF HIGHGATE**  
**Planning Commission Mtg.**  
**February 19, 2019 @ 6pm**

**Approved Minutes**

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

**I. CALL TO ORDER**

Luc Dupuis, Chair, opened the meeting @ 6:05pm.

Present for this meeting were:

**Planning Commission Board Members:** Luc Dupuis – Chair; Tom Conley – Vice Chair; Ken Thompson; Richard J. Noel; Bruce Ryan

**Development Review Board Members:** Richard Trombley – Chair; Woody Rouse

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

**Public / Other:** Zoning Administrator Applicants

**II. APPROVAL OF MINUTES**

Motion by Richard Noel to approve the minutes from January 15, 2019, as written. The motion was seconded by Tom Conley – **APPROVED.**

*The order or business changed because the first ZA applicant did not show up.*

**III. OTHER BUSINESS & UPDATES**

- Economic Development – Heidi went through a presentation on Economic Development pressures and the need for a board with specific focus to manage development projects by prioritizing, serving as a steering committee, and making recommendations to the Selectboard. The Planning Commission felt they might have too much work already to take on this responsibility. It was clarified that if a different board were to be formed, that Planning Commission members could sit on the board which would provide good overlap. The Planning Commission agreed to discuss their thoughts with the Selectboard.

**IV. INTERVIEW ZONING ADMINISTRATOR CANDIDATES**

Motion by Luc Dupuis to enter into executive session @ 6:40pm for personnel. The motion was seconded by Richard Noel – **APPROVED.**

Motion by Tom Conley to exit executive session @ 7:30pm. The motion was seconded by Richard Noel – **APPROVED.**

The Planning Commission will make a recommendation to the Selectboard on Thursday, February 21<sup>st</sup>.

Heidi reminded everyone of the FNWSU Unified District Organizational Meeting to be held tomorrow, February 20<sup>th</sup> @ 7pm @ MVU.

**V. UPCOMING EVENTS**

Feb. 20 FNWSU Unified School District Organizational Meeting @ MVU – 7pm

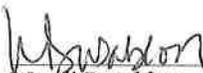
Feb. 21 Selectboard Meeting w/ Pre Town Meeting Info Session - 7pm

Mar. 5 Town Meeting Day – floor meeting @ 10am - polls open 7am-7pm

**VI. ADJOURNMENT**

Motion by Bruce Ryan to adjourn the meeting @ 7:40pm. The motion was seconded by Tom Conley – **APPROVED.**

Minutes respectfully submitted by: *Minutes transcribed from Heidi's notes, as I was not physically present at this meeting.*

  
Wendi Dusablon, Town Clerk & Public Meetings Clerk

3-19-19  
Date

Minutes approved by:

  
Luc Dupuis, Planning Commission – Chair

3/19/19  
Date