

TOWN OF HIGHGATE
Planning Commission Mtg.
October 16, 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 *absent* – *Richard Noel*

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

Public / Other: Alice (Sue) Cota

II. BUTTON UP WORKSHOP

The consultant from Efficiency Vermont was not present. This workshop / presentation did not take place as part of this Planning Commission Mtg.

III. APPROVAL OF MINUTES

Motion by Bruce Ryan to approve the minutes from September 18, 2018, as written. The motion was seconded by Tom Conley – **APPROVED**.

IV. MISC. UPDATES & FUTURE PROJECTS

- Heidi gave an update on the grant for the electric vehicle charging station. There is a site visit on Friday at the park & ride location. When the station is used a credit card will be used to pay for it. It will not be a burden on the town to pay for. The grant also covers an extended warranty. She will be putting a budget together for this project and will need Selectboard approval. Two vehicles can be charged at the same time and it will take approximately two hours to fully charge. Other towns like Swanton and Alburgh already have them.
- Heidi is putting together a budget to fix the portage route (wash outs). This will make it a nicer spot and also improve water quality issues.
- Bruce reached out to Buxton via phone and was trying to get an idea of costs associated with their retail marketing packages. He did have a conversation with them but said he did not get any answers on pricing. The PC members will read the info in the drop box before the next meeting.
- There is still one vacant seat on the PC.
- Enosburg offers a tax stabilization plan to promote business growth. Existing businesses that want to make improvements can have their assessment frozen for five years. The same holds true for new businesses coming into their town. More info is available in the drop box.
- The PC meetings in Nov. & Dec. will focus on the Capital Budget. In previous years the PC has met with departments individually – Public Works, Library, Fire Department and Parks & Rec. Public Works had their requests chopped substantially last year due to other priorities, so the PC would like to meet with them first.
- The Recreation Commission is meeting with an artist tonight at their meeting with regard to the Animating Art Grant. This is \$15,000.00 with no match.
- The roof project here at the Municipal Complex is scheduled to start next week, October 22nd.
- There are two grants to pursue with regard to fire trucks – one through FEMA and another through Rural Development.
- Luc asked about the stabilization project at the Transfer Station. A contract has been signed for the design work. We have a grant to cover the cost of the design, permitting and RFP. From that, we will have estimates for the repair work. The town will then have to decide if we want to apply for phase two or not. We would be on the hook for 25% of the construction. Casella has offered to work with the town and assist when and where possible.

- There was discussion on the future of sidewalks from the Gore Road crosswalk area (near the Highgate Historical Society) down to McCuins. The PC would like to reach out to residents who live along this route on VT Route 78. This issue will be tabled until the first of the year when the Capital Budget is complete.
- Heidi and Sharon went to a leadership workshop which included a session on recruiting volunteers.
- Swanton has utilized a pop up hay structure recently. These are used to envision infrastructure within communities.
- There was more discussion on the CIP. Heidi printed out the grid from last year.
- There will be a discussion with Greta Brunswick on Nov. 1st with regard to tearing down the Steinhour Café building. The VCMP committee will have to budget funds to be set aside for that project.
- The ADA grant was amended to include some of the sampling we have had to do. We are not breaking ground or changing use, but HUD funds can't be used on a property that has any contamination. Drilling will be taking place next week to determine where the elevated levels of arsenic, lead and chromium are coming from.

V. ADJOURNMENT

Motion by Bruce Ryan to adjourn the meeting @ 7:06pm. The motion was seconded by Tom Conley – **APPROVED.**

Minutes respectfully submitted by:

Wendi Dusablon, Town Clerk & Public Meetings Clerk 11-20-18
Date

Minutes approved by:

Luc Dupuis, Planning Comm. – Chair 11/20/18
Date