TOWN OF HIGHGATE
Planning Commission Mtg.
March 20, 2018 @ 6pm

Approved Minutes

NOTE: All actions taken are unanimous unless otherwise stated.

I. CALL TO ORDER

Luc Dupuis, Chair, opened up the meeting @ 6:00pm.
Present for this meeting were:
Planning Commission Board Members; Luc Dupuis – Chair; Thomas Conley; Barbara Chevalier; Bruce Ryan *Richard Wilkens – has verbally resigned and was not present at this meeting*
Town of Highgate staff: Wendi Dusablon – Town Clerk & Public Meetings Clerk; Heidi Britch-Valenta – Town Administrator / Planner
Public / Other: Sharon Bousquet

II. REORGANIZE THE PLANNING COMMISSION

Motion by Tom Conley, seconded by Barbara Chevalier to nominate *Luc Dupuis as Chair* of the PC. There were no other nominations – **APPROVED.**
Motion by Barbara Chevalier, seconded by Bruce Ryan to nominate *Tom Conley as Vice-Chair* of the PC. There were no other nominations – **APPROVED.**

III. APPROVAL OF MINUTES

Motion by Luc Dupuis to accept the minutes from *January 16, 2018*, as written. The motion was seconded by Barbara Chevalier – **APPROVED.**

IV. VILLAGE DESIGNATION APPLICATIONS

Heidi has started the applications for Highgate Falls and Highgate Springs. She needs photos for the applications, so once the weather cooperates she will make that happen. The Planning Commission reviewed maps of each of the areas to determine what they would like to be included in the village designations. For Highgate Springs Heidi will inquire informally and ask for feedback before our applications are submitted.

V. OPEN HOUSE RECAP

A few people attended that were not part of any board or committee. RiseVT had their booth set up and residents were able to submit comments on how to make our community healthier. There was discussion on incentives to increase participation. We had generous donations from local businesses for refreshments (Joey's Jct., Highgate Irving, Highgate Jolley, Sweetie Pies, Desorcie's Market).

VI. TOWN MEETING RECAP

Luc did a nice job at Town Meeting and the CIP was passed from the floor. The Selectboard has appointed several positions since Town Meeting but we still have a few positions open. We need to appoint an Energy Commission. Training is available on how to start one in each town. This could be a good link to work with the established Solar Negotiating Advisory Group (SNAG). Heidi would like to see a member of the PC branch out into the field of energy. Barbara mentioned Ryan Gerrity as a potential good candidate. He is young and very interested in the field of renewable energy. We also still have openings for a town representative to the North West Solid Waste District Board and also a town representative to the North West Regional Planning Commission. Richard Noel is one rep but there are two seats for Highgate at NRPC. There was discussion about the $40,000.00 that was approved to be used towards the roof that is an anticipated overage from the ADA project. We now have a total of $73,250.00 to use to fix the municipal roof. $1,000.00 was also approved to fix the park benches. We will know in May about the grant for the fire truck.

VII. REGIONAL RECREATION INITIATIVE

Swanton hosted this meeting on March 14th. The weather was not good, so no one attended from Highgate. A list is being started of local resources, events, food, recreation, etc. There was much discussion on adding to the list for Highgate. For example; Shipyard boat launch, Rock River boat launch, river walk camp site, Northern Forest Canoe Trail, Lamoille Valley Rail Trail, Highgate walking path, summer programming at the arena and library; summer concerts in the park; Memorial Day BBQ, Parade & Auction; historic foot bridge; Highgate Historical Society; various town monuments; Boucher Blue Cheese; Carman Brook Maple; Franklin County Airport; State Park in Highgate Springs; several local greenhouses; and more.

VIII. GRANT & PROJECT UPDATES

Heidi prepared a grid with updates on all grants. Bids for the Machia Road slide project were due on Friday. We have them here tonight. With regard to the FEMA application from 2013 at the Transfer Station, we have finally heard we should see a notice of award in April. This will be broken out into two phases. Phase one will fund the design and permitting. From there we would get an estimate on what construction would cost and the Selectboard will decide how to proceed. There were questions on the ADA project and when that will go out to bid. This should go out to bid this summer, hopefully. We have to do an environmental review first and also hire a construction inspection firm. The bids for the Machia Road slide - we received one packet from KAS and one from DeWolfe Engineering. The proposals will be ranked by a committee and costs will not be looked at until after the evaluations of the proposals. This project will be a few years out because it also has to go through AOT permitting as well. It is possible that some of the design from the nearby fix done years ago could also be used.

IX. OTHER UPDATES / MISC.

The Town of Swanton will be amending their bylaws and we have been notified as an adjoining town. We went through this process in 2014-2015 but should keep familiarizing ourselves with the process because we will at some point be amending ours again. The Development Review Board has started a list of possible amendments. Heidi let the PC know of a few upcoming trainings for anyone that was interested. Barbara won't be able to attend our April PC meeting.

X. ADJOURNMENT

Motion by Bruce Ryan seconded by Tom Conley to adjourn the meeting @ 7:36pm – **APPROVED.**

Minutes respectfully submitted by:

W Dusablon, Town Clerk & Public Meetings Clerk — 4-17-18

Wendi Dusablon — Date

Minutes approved by:

Luc Dupuis, Planning Comm. – Chair — 4/17/18

Luc Dupuis — Date