

TOWN OF HIGHGATE

Village Core Master Plan Mtg.

December 3, 2019 @ 6:00

Present were: Steve LaFar; Woody Rouse, Clarence Miller, Sue Cota, David Roddy, Richard Noel, Mary Laroche, Evangeline Larocque, Heidi Britch-Valenta and John Kiernan, Otter Creek Engineering. Lynnette Claudon, ANR Planning Advance Program was on the phone. Cheryl and Rob Wilkins and Kelly Uzell were also present. Richard Flint arrived at 7:30pm.

CALL TO ORDER- Steve called the meeting to order at 6:01pm.

MINUTES- Clarence made a motion to accept the meeting minutes from October 29, 2019. David Richard Noel seconded the motion. Discussion. Heidi noted that she had misspelled Greta name in the second paragraph and also had neglected to put in the motion approving the \$500 match for the preservation trust assessment. Clarence modified the motion to approve the minutes with correction to Greta's name and with *motion by Steve to approve the \$500 match funds for the Preservation Trust Assessment*. Mary seconded the motion- **APPROVED**. David seconded the motion. **APPROVED**.

OTTER CREEK ENGINEERING WORK PLAN- John Kiernan shared information on the proposed scope of work for the Village Waste Water Study. Lynnette Claudon, ANR WW Planning Advance Program was on the phone for the discussion. Maps were circulated and the details of the work plan were discussed. The total was \$37,400 which was over the amount of the Planning Advance amount.

Heidi noted that there is a pending Municipal Planning Grant Application for support services for this wastewater study. Included in that application is an archeological assessment. If we get that grant we can cut that expense from this budget. We can also do the test pits ourselves which would take another \$1,500 out of the budget. Because of the uncertainty with the other grant and unknowing if the Public Works Department can help us with the digging, the Committee thought it best to keep the expenses in the agreement as alternatives and not to use them if the other grant is approved. Lynnette agreed that the amount of the planning advance could be increased to cover this amount.

Woody made a motion to approve the work plan for \$37,400. Mary seconded the motion. **APPROVED**

John provided a paper copy of the draft AIA contract and had already sent an electronic version. Heidi will get this to the Selectboard for signature on the 5th. John left the meeting at 7:00pm.

PAWS FOR THOUGHT- Cheryl and Rob Wilkins were present to discuss a recent land survey they had completed on their property adjoining the VCMP property. They expressed concern about the boundary that is extremely close to their building. They want to have access to get around the building for snow removal and building maintenance.

The Committee agreed that if the property were to change ownership that might be a hardship for the veterinarian's office. They thought that if it remained in town ownership, it wouldn't be a problem because it would be easy to accommodate their needs. The Committee explained that they are not ready to look at boundary line adjustments because they don't have a final plan yet.

They did agree that prior to any land transfer they would be respectful of the Wilkins wishes and would discuss the issue again. They said it would ultimately be a Selectboard and voter decision.

Cheryl expressed interest in bringing it to the Selectboard. Heidi suggested that the VCMP would need to give the Selectboard an opinion on the topic because they had been appointed to manage the project. Cheryl asked to be put on a Selectboard agenda to let them know of the conversation.

LIBRARY UPGRADE DISCUSSION- the library update was postponed until January.

PRESERVATION TRUST VISIT RECAP- Lisa Ryan, Preservation Trust of Vermont and Caitlin Corkins, VACCD Village Tax Credit Program, visit Highgate on November 5th to view the VCMP property and the Library. Greta Brunswick was also there. Several committee members were present but not everyone could attend because of a last-minute time change request.

The committee gave an overview of the project and talked about different components of the project. Then the group went to the former Stinehour Hotel for a walk through. Then they proceeded to the Library. Lisa Ryan suggested that because the library building will become vacant when the Library moves, an assessment on that building would also be helpful. They would require a \$250 match for that building. The Committee thought the Library should put up the match money for this assessment.

Lene asked to have time at the next meeting to share some information on other historic preservation projects she has information on. It was agreed and she will connect with the Library to see if they should collaborate on their presentations.

MUNICIPAL PLANNING GRANT- This grant was discussed with the ANR Planning Advance discussion. It is a \$12,845 grant with a \$1,285 match that will be covered by the ANR Planning Advance.

No cash match is required.

TOWN REPORT – The deadline to put something in the Town Report is January 15th. The Committee agreed that we should use the recently created fact sheet as our contribution to update voters on the progress of the project.

T-SHIRTS- Heidi said that since the poster advertising videos and Tshirts was posted she had had a few requests for 2XL size and we don't have any. The Committee agreed that if we are going to sell them at Town Mtg day then we should order a few more 2XL size. Steve made a motion to order 12 more 2XL size Team Highgate shirts. Seconded by Woody. APPROVED.

VIDEO SALES- Heidi reported that we had orders for 13 videos and she would be contacting Channel 16 tomorrow to get them ordered so they can be delivered by the 20th. Mary and Lene added to the order.

OTHER BUSINESS

MEETINGS-Next meeting will be Tuesday, January 14th at 6:00pm. Otter Creek will be back and the Library and Lene will share info.

ADJOURNMENT

Clarence made a motion to adjourn at 7:45pm, seconded by Lene. APPROVED.

Minutes respectfully submitted by:


Heidi Britch-Valenta


Date

