

DRAFT

**TOWN OF HIGHGATE
Planning Commission Mtg.
September 15, 2020 @ 6pm
DRAFT Minutes**

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NOTE: All actions taken are unanimous unless otherwise stated.

ZOOM VIDEO CONFERENCE / PHONE CONFERENCE / IN-PERSON MTG.

JOIN ZOOM MEETING

<https://us02web.zoom.us/j/86780443829>

JOIN BY FREE CONFERENCE CALL

DAIL IN NUMBER 425-436-6365 ACCESS CODE 188557

I. CALL TO ORDER

Luc Dupuis opened up the meeting @ 6:10pm. Due to the COVID-19 pandemic, changes to open meeting law allowed for this meeting to take place by various means: Zoom video / phone / in person.

Planning Commission Board Members; Luc Dupuis (in person); Tom Conley (in person); Ken Thompson (Zoom); Bruce Ryan (Zoom); Scott Bessette (in person)

Town of Highgate Staff: Heidi Britch-Valenta – Town Administrator & Planner (in person)

Public / Other: Rick Trombley, DRB Chair (in person); Zoning Administrator Candidates

II. EXECUTIVE SESSION

Motion by Scott Bessette to enter into executive session for personnel (ZA interviews) @ 6:10pm. The motion was seconded by Tom Conley – **APPROVED.**

Motion by Scott Bessette to exit executive session @ 8:30pm. The motion was seconded by Tom Conley – **APPROVED.**

III. APPROVAL OF MINUTES

Motion by Bruce Ryan to approve the minutes from August 18, 2020, as written. The motion was seconded by Ken Thompson – **APPROVED.**

IV. OTHER BUSINESS & UPDATES

- Heidi gave a brief update on various projects.
- Luc Dupuis (PC) and Rick Trombley (DRB) agreed to attend the Selectboard meeting on 9/17 to discuss personnel in executive session and to give an update.

V. ADJOURNMENT

Motion by Bruce Ryan to adjourn the meeting @ 8:45pm. The motion was seconded by Scott Bessette – **APPROVED.**

Minutes respectfully submitted by:

_____, Town Clerk & Public Meetings Clerk _____

Wendi Dusablon

Date

(Minutes transcribed from Heidi's notes, as I did not attend in person, via Zoom or Conference Call)

Minutes approved by:

_____, Planning Commission, Chair _____

Luc Dupuis, Chair

Date