

# TOWN OF HIGHGATE

## Development Review Board

September 10, 2020 @ 6pm  
Approved Minutes

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

### I. CALL TO ORDER

This meeting was held at the Highgate Municipal Offices. The Highgate Sports Arena was not available to us for this meeting.

The meeting was called to order by Richard Trombley, Chair, @ 6:00pm noting a quorum of the board was present.

Present at this meeting:

**DRB members:** Richard Trombley, Chair; Tim Reynolds, Vice-Chair; Woodbury Rouse, Jr.; Michael Kravetz; Courtney Veeder

**Staff:** Wendi Dusablon- Town Clerk / Public Meetings Clerk;

**Public / Other:** Bruce Gagne & Julia Gagne

### II. PUBLIC HEARINGS

**Gagne, Fernand & Patricia / Gagne, Bruce & Julia**  
**Boundary Line Adjustment**  
**3631 St. Armand Road (south of) & 45 Sugar House Lane (west of)**  
**Agricultural District**

Bruce and Julia Gagne were present to explain this project and were sworn in by Rick Trombley, Chair of the DRB. Rick asked if any member of the DRB needed to recuse themselves from this hearing. All members participated in this hearing. This request is to move the boundary line between the two properties because it makes more sense for the sugar house. The amount of land for each will not be changing. Bruce and Julia Gagne will remain with 5.49 acres. Fernand and Patricia Gagne will remain with 250 acres. This request does not touch any other property boundaries, other than the applicants. Courtney stated there is no need for a back up wastewater system to be noted because there is less than 1% of land being transferred. Michael had questions about the mobile home on the property and who owns it. Bruce owns it, it was already there when he purchased the property. The mobile home has its own septic but shares a well. Bruce pointed out the new proposed boundary line on the plans, noting that the acreage for each will stay the same. There were no further questions from the board or the applicants. No members of the public were present for this hearing. Rick read through the criteria from the development regulations for a boundary line adjustment. Motion by Tim Reynolds to close this hearing. The motion was seconded by Courtney Veeder – **APPROVED**. The board has 45 days to issue their written decision, which they will receive in the mail. Rick explained the process to follow if the applicants do not agree with the board's decision.

**Britch, Tyler / Leduc, Andre & Nancy**  
**Conditional Use Review**  
**835 VT Route 78**  
**Industrial / Commercial District**

This hearing was cancelled earlier today. Rick spoke to Cara Britch. The plan they submitted has changed some and she does not feel a conditional use review is going to be required. A site plan review is likely to happen sometime in the near future. Rick will work on a letter to Cara of what the town will need to see with regard to a site plan review.

### III. APPROVAL OF MINUTES

Motion by Rick Trombley to approve the minutes from August 13, 2020, as amended. The motion was seconded by Woody Rouse – **APPROVED**.

IV. **OTHER BUSINESS & UPDATES**

- The decision letter for Harold Derosia (variance) had been previously reviewed by all board members. Rick Trombley signed the decision letter.
- Motion by Woody Rouse to sign the letter of support for the Municipal Planning Grant. The motion was seconded by Michael Kravetz – **APPROVED.** (3 yes – Woody, Michael, Courtney / 1 no – Tim / 1 abstained – Rick).

V. **DELIBERATIVE SESSION**

Motion by Tim Reynolds to enter into deliberative session @ 6:28pm. The motion was seconded by Woody Rouse – **APPROVED.** Motion by Tim Reynolds to exit deliberative session @ 6:55pm. The motion was seconded by Woody Rouse – **APPROVED.**

VI. **ADJOURNMENT**

Motion by Rick Trombley to adjourn the meeting @ 6:56pm. The motion was seconded by Tim Reynolds – **APPROVED.**

Minutes respectfully submitted by:

Wendi Dusablon, Town Clerk & Public Meetings Clerk      10/8/20  
Date

Minutes approved by:

Timothy Reynolds, DRB Vice-Chair      10-8-2020  
Date