

TOWN OF HIGHGATE

Development Review Board

November 8, 2018 @ 6pm
Approved Minutes

NOTE: All actions taken are unanimous unless otherwise stated.

I. **CALL TO ORDER**

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

Present at this meeting:

DRB members: Richard Trombley, Chair; Tim Reynolds, Vice-Chair; Woodbury Rouse, Jr.; Scott Martin *absent - Julie Rice*

Staff: Wendi Dusablon- Town Clerk / Public Meetings Clerk;
Absent - Anna Roberts - Zoning Administrator

Public / Other: Brad Brosseau; Sharon Bousquet

II. **PUBLIC HEARINGS**

- *Brosseau, Daniel & Lise*
2 Lot Subdivision - Final Plan Review
1062 Brosseau Road
Medium Density Residential District

Brad Brosseau was present for this hearing. He brought plans with him but was not sure if a driveway culvert was going to be necessary. This issue had been noted in the letter that the Brosseau's received after their sketch plan review. There is no drainage near the road and the area is very flat where the proposed driveway will be located. Rick read through the criteria for final plan review from the development regulations. It was noted that for the final mylar the following will need to be added: 1) building envelope 2) deed / tax map references and 3) the driveway culvert if deemed necessary by the Public Works Director. Rick made note of these items to discuss with Anna for the decision letter that will follow. Motion by Scott Martin to close the hearing. The motion was seconded by Tim Reynolds - **APPROVED**. The board has 45 days to issue a decision letter.

III. **APPROVAL OF MINUTES**

Motion by Rick Trombley to approve the minutes from *October 11, 2018*, as written. The motion was seconded by Woody Rouse - **APPROVED**.

IV. **OTHER BUSINESS & UPDATES**

Anna was not present for any updates. Decision letters for reviewed, approved and signed.

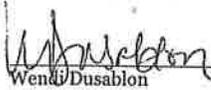
V. **DELIBERATIVE SESSION**

Motion by Rick Trombley to enter into deliberative session @ 6:45pm. The motion was seconded by Tim Reynolds - **APPROVED**. Motion by Tim Reynolds to exit deliberative session @ 6:54pm. The motion was seconded by Woody Rouse - **APPROVED**.

VI. **ADJOURNMENT**

Motion by Scott Martin to adjourn the meeting @ 6:55pm. The motion was seconded by Woody Rouse - **APPROVED**.

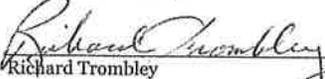
Minutes respectfully submitted by:


Wendi Dusablon

Town Clerk &
Public Meetings Clerk

12/13/18
Date

Minutes approved by:


Richard Trombley

DRB, Chair

12.13.18
Date