

**TOWN OF HIGHGATE**  
**Village Core Master Plan Committee**  
**August 9, 2023 @ 6:00 p.m.**

**CALL TO ORDER**

Village Core Master Plan Committee Members: Woody Rouse-Chair, Rebecca Manning-Vice Chair, Alice (Sue) Cota, Lura Jacques-Secretary, Chris Shepard, Mary Laroche, Virginia Holiman, Sharon Bousquet-Town Administrator

Absent: Clarence Miller, Adah DeRosier

Public/Other: None

Woody Rouse, Chair called the meeting to order at 6:08 p.m.

**VOTE Recap**

Wasterwater Project vote was passed by 5 votes. Committee discussed the pros and cons of the meeting and revisited some of the townspeoples comments. There was futher discussion about public involvement with the overall village core project and outreach to the community with possible mailings, front porch forum and the upcoming September charettes public meeting.

**PROJECT REVIEW**

Sharon Bousquet updated the committee on the \$2M grant for the construction of the wastewater system.

**LOCAL BUSINESS UPDATE**

Various committee members gave updates on things going on in the business community.

**WHAT'S NEXT**

Sharon Bousquet reviewed the timeline with the committee for the next steps now that the land has been secured. Rebecca Manning and Virginia Holiman gave the committee an update on the library design progress and location of the library and community center proposals.

**FINANCIAL REVIEW**

Sharon Bousquet reviewed the Community Wastewater Feasibility Study along with the various Phase 1 and Phase 2 options and proposed costs associated.

**OPEN BIDS FOR PHASE II RFP ADDITIONAL SERVICES**

Sharon Bousquet let the committee know that there were, once again, no responses to the RFP for consultants for the municipal planning grant. It was decided by the committee to split the RFP into 2 sections to see if there was more interest in responding.

**gbA NEXT STEPS**

gbA Architecture & Planning did not attend the meeting. Sharon Bousquet will reach out to them and Robert Clark from Otter Creek Engineering to see if an interim meeting can be scheduled.

**APPROVAL OF MINUTES**

The August 9, 2023, minutes were reviewed. Chris Shepard made a motion to approve the minutes. Mary Laroche seconded the motion. APPROVED

**NEXT MEETING DATE**

September 13, 2023 – Charettes Community Participation Meeting

**ADJOURN** – Chris Shepard made a motion to adjourn the meeting and Mary Laroche seconded the motion. APPROVED

*Woody Rowe*