

TOWN OF HIGHGATE
Planning Commission Mtg.
August 20, 2019 @ 6pm

Approved Minutes

NOTE: All actions taken are unanimous unless otherwise stated.

I. CALL TO ORDER

Luc Dupuis, Chair, opened up the meeting @ 6:08pm.

Present for this meeting were:

Planning Commission Board Members; Luc Dupuis – Chair; Tom Conley – Vice Chair; Ken Thompson; Richard Noel; Bruce Ryan

Town of Highgate Staff: Heidi Britch-Valenta – Town Administrator & Planner; Wendi Dusablon – Town Clerk & Public Meetings Clerk

Public / Other: Woody Rouse

II. APPROVAL OF MINUTES

Motion by Richard Noel to approve the minutes from July 16, 2019, as written. The motion was seconded by Tom Conley – **APPROVED.**

III. TAX STABILIZATION PLAN

Heidi put this plan back before the board with minor changes, mostly grammatical edits. Additional editing was done to sections D and E as the review continued as part of this PC meeting. Under “application process” some capitalization was taken out. Our attorney has been on vacation but will be reviewing the wording throughout the document. There was discussion on what is considered to be “good cause” for termination of the agreement. This will be back before the PC one more time and then can be sent to the Selectboard. Bruce had questions about the word “town” being used throughout the document. This plan, if authorized by the Selectboard, would then be put before the voters in the form of a warned article at town meeting in March. Heidi has shared the document with the listers and treasurer as well for their input.

IV. HAZARD MITIGATION PLAN

This is due to be renewed by February 2020. Heidi shared the plan with the PC at their last meeting but did not provide them with copies to take home. Copies were made for all members at this meeting. To be eligible for any hazard mitigation grants we need to have a current plan. Their homework is to review the document and note any edits or removals based on changes in our town since the last plan was written in 2015.

V. OTHER BUSINESS & UPDATES

- Sept. 17th PC meeting – Dominic Cloud will be here for a presentation on private / public collaboration with a lot of focus on the potential development of the village core property and the airport. The presentation will involve different strategies followed by questions and answers. Richard asked about the next stage for the village core property regarding the wastewater study. We have an open grant and consultants hired already for the airport infrastructure study. The village core wastewater study is a separate grant through an ANR wastewater planning advance. This is not a typical grant and is not easy to manage. We have \$30,000.00 set aside for us but no contract yet. We will not officially obtain the funds until we hire an engineer. The bids will be back on the 29th and it is a request for qualifications. Decisions will be made strictly on qualifications of the firm. We have to interview at least three and then make a decision. We then go into negotiations with that firm. It is not like any hiring process we are used to, but this is how the program runs. We are also applying for a municipal planning grant with Taylor at NRPC to cover expenses outside of what the ANR planning advance will cover. The MPG application is due October 1st. They will help us gather information and manage the project.

- The group recapped the community celebration held on August 17th at the village core property. There was a nice article in Monday's paper with photos from the day. Richard Noel read the comments aloud from the suggestion box. There was also a survey that some folks filled out as well. T-shirts from the event are still available for sale @ \$10.00 each.
- A grant update spread sheet was reviewed by the group. Many projects have been completed or are nearing completion in Highgate.

VI. **ADJOURNMENT**

Motion by Bruce Ryan to adjourn the meeting @ 6:58pm. The motion was seconded by Richard Noel – **APPROVED.**

Minutes respectfully submitted by:

 _____ Town Clerk & Public Meetings Clerk
Wendi Dusablon

9-17-19

Date

Minutes approved by:

 _____ Planning Commission-- Chair
Luc Dupuis

9-17-19

Date