

# Town of Highgate Development Review Board

August 14, 2025 @ 6:00pm  
APPROVED MINUTES

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

*Join Zoom Meeting: <https://us02web.zoom.us/j/88048468458>*

**I. CALL TO ORDER**

The meeting was called to order by Richard Trombley, Chair @ 6:00pm noting a quorum of the board was present. This meeting was a hybrid of in-person and Zoom. All participants in this meeting were in-person, unless otherwise noted.

Present at this meeting:

**DRB Members:** Richard Trombley, Chair; Woody Rouse Jr.; Michael Laroche  
*Absent – Robyn Klein and Tim Reynolds*

**Staff:** Wendi Dusablon- Town Clerk / Public Meetings Clerk; Carolyn Towsley – Zoning Administrator

**Public / Other:** David Duprey; Ron Durenleau; Keely Sullivan; Maggie St. Cyr; Rick Leduc; Sam Ruggiano; Joe Britch; Raven Brock; Tammy Fournier; Hunter Britch; Kaitlyn Bruley

**II. APPROVAL OF MINUTES**

Motion by Woody Rouse to approve the minutes from *July 10, 2025*, as written. The motion was seconded by Michael Laroche – **APPROVED.**

**III. PUBLIC HEARINGS**

Sullivan, Keely  
Conditional Use – Waiver of Setback  
151 Quarry Lane  
Agricultural District  
File # DRB-011-25

Keely Sullivan and her neighbor, Maggie St. Cyr, were present for this hearing. Both were sworn in by Rick Trombley. Keely approached the table to explain her proposal and need for a waiver of setback. She wishes to install an in-ground pool but the strip behind the house is quite narrow and there is also a steep ravine back there. Space is limited because the septic, well, and driveway all need to be considered also. The side yard is the ideal location, on the side that borders the St. Cyr's home. The pool would not meet the 30' required setback due to the reasons already explained. The pool would be 25' from the line on the back corner and 10' on the front corner, all on the south side of the lot. There are no barriers between the two properties so fencing was discussed, which will likely be required by insurance. The neighbors (St. Cyr) are fine with it and Mrs. St. Cyr was present at this meeting. There was nothing further from the applicant, the board, or anyone from the public. Motion by Michael Laroche to **close** this hearing. The motion was seconded by Woody Rouse – **APPROVED.** The board has 45-days to issue a written decision. Keely is familiar with the process from here.

Leduc & Many, Inc.  
5-Lot Subdivision – Sketch Plan Review  
Parizo Road  
Industrial / Commercial District  
File # DRB-012-25

Present for this hearing were Rick Leduc and Sam Ruggiano, as well as several residents from Parizo Road: David Duprey; Ron Durenleau; Tammy Fournier; Raven Brock; Joe Britch; Hunter Britch; Kaitlyn Bruley. All were sworn in by Rick Trombley. Mr. Ruggiano explained the project and that the property is under the name Leduc & Many, which is owned by Andy and Nancy Leduc. Their son Rick Leduc was present. This is a five-lot subdivision proposal and soil testing is being done. This would be an extension of the existing road (Parizo Road) to add five more lots. Mr. Leduc and Mr. Ruggiano are here tonight to get input from the board on what they want to see to move things forward. Plans were shared at the table and the DRB members had seen them ahead of time as part of their packets. A boundary survey has been done showing the five lots all being slightly more than two acres each. The access road was discussed and A76 standards. Along with local approval from the DRB they will need a construction general permit, wastewater and water permits, and possibly stormwater, all through the State of Vermont. Rick Trombley sees the biggest issue to be the road itself. It is a private road and Mr. Ruggiano stated that the Leducs have a right of way to this property over the Parizo Road. Information was received from Ed Pierce, Permit Coordinator for the State of Vermont, that VTrans does not have an S1111 permit on file for Parizo Road. Rick Trombley read aloud from Mr. Pierce's email submission to the Town Clerk, Wendi Dusablon, dated 7/29/25. The full letter is attached to the end of these minutes. Onsite drilled wells are planned, and the airport water and sewer project was discussed. Rick Trombley would like to see documentation presented that the Leducs have a right of way over the road. There was discussion on the width of the road and proposed extension of it, going from 25' to 60' wide. No decisions have been made about utilities being above ground or underground. Costs will play a role, as well as what is mandated. Rick asked about paving. They plan to keep it as gravel, but at A76 standards. Our bylaws are going to require paving. Single family homes are proposed for the five proposed lots. Carolyn asked about the 50' right of way and the distance, as well as what easements would be needed to increase the size to start at Route 78. The road is existing but adding five more lots onto an existing road was discussed and how that changes things. Rick asked for questions from those in the audience. Joe Britch's main concern is the road and he asked to approach the table to see the plans. There was discussion on the corner and the right of way rubbing up against an existing garage. Much of the conversation was geared towards who owns the road. Some believe that Bouchers owned it (Bouchers have since sold), Mr. Shover claims to own it (he was not present), Joe Britch has a deed that says he owns it, or at least some of it, much of this was unclear. Maintenance of the road falls to mostly Joe Britch and Ron Durenleau does help out. David Duprey's mom owns property on the corner and he had questions about how you turn a right of way into a road, who has access and will the same access be given to all of the five new lots. Drainage was discussed and how that might work. Mr. Ruggiano said possibly by using catch basins or detention ponds or a dry swale. They are not that far into the process yet to know for sure. Tammy Fournier had maintenance questions and who would be responsible for what. The strip that leads from Route 78 would be used by all, but the new lots would proceed forward, and existing homes would continue on the existing Parizo Road to the right. There is no HOA currently on Parizo Road. Raven Brock stated that some on the road cannot afford HOA fees. A stormwater permit from the State of VT will dictate whether an HOA is necessary or not for the five new lots. There were lots of questions and comments about the 12 existing homes (possibly 13 if Hunter Britch does build his

home there) and what the 12/13 homes should be responsible to cover vs. what the new homes would cover, based on what parts of the Parizo Road is used by each owner. The HOA responsibility for the 5 new lots would be different than that of the 12/13 others. Regardless, all of them would use the section directly off from Route 78. Hunter wanted to make sure none of this would affect his ability to build a home on his lot that he already owns with his father, Joe. There are many questions yet to be answered about the road, who owns it, who will maintain it, etc. Mr. Ruggiano will put the surveyor's feet to the fire to figure out ownership of the Parizo Road. Rick Trombley read through the requirements from the bylaws with regard to sketch plan review. Ron Durenleau asked if anything will affect their current water systems, no – there will be substantial isolation field distances. By the next meeting the applicants should have more information on the soils. Raven asked about garbage removal and mailboxes. Those details will come later in the process, we are just at sketch plan tonight. Mr. Durenleau asked about the water table and the direction it flows. He approached the table to see the plans. Mr. Durenleau is not a direct abutter to this project. Mr. Ruggiano responded that it drops off by the rail trail so he can't imagine it would have an impact on anyone's water supply. Raven asked if the well and septic location for Hunter's future house would be impacted. Mr. Ruggiano explained isolation shields and contours, so those would need to be designed and all laid out. Motion by Rick Trombley to continue this review at sketch plan. Mr. Ruggiano challenged this and was not pleased that this wasn't moving ahead to preliminary review. The motion was seconded by Michael Laroche – **APPROVED**. A follow-up letter will be sent letting them know what the board wants to see before the next hearing can be scheduled. Mr. Ruggiano, still clearly not happy with the motion, stated that this hearing was only to determine a minor or major subdivision. It is a major subdivision, based on the number of lots, and the DRB has decided to continue this at sketch. All those present for this review exited the meeting.

**IV. OTHER BUSINESS & UPDATES**

- There were two decision letters for review and signature.
- There was one finalized mylar for review and signature.
- Carolyn provided some updates for the DRB about zoning violations and hearings already on the agenda for September.

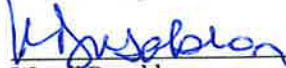
**V. DELIBERATIVE SESSION**

Motion by Rick Trombley to enter into deliberative session @ 6:57pm. The motion was seconded by Woody Rouse – **APPROVED**. Motion by Rick Trombley to exit deliberative session @ 7:12pm. The motion was seconded by Woody Rouse – **APPROVED**.

**VI. ADJOURNMENT**

Motion by Rick Trombley to adjourn the DRB meeting @ 7:12pm. The motion was seconded by Michael Laroche – **APPROVED**.

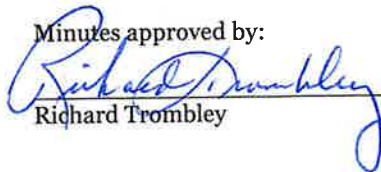
Minutes respectfully submitted by:

  
Wendi Dusablon

Town Clerk &  
Public Meetings Clerk

9-11-25  
Date

Minutes approved by:

  
Richard Trombley

DRB Chair

9-11-25  
Date

## VERMONT

State of Vermont  
 Policy, Planning & Intermodal Development Division  
 Policy, Planning and Research Bureau  
 Development Review & Permitting Services Section  
 219 North Main Street  
 Barre, VT 05641  
 vtrans.vermont.gov

Agency of Transportation

[phone] 802-636-0037  
 [ttd] 800-253-0191

July 29, 2025

Wendi Dusablon  
 Town of Highgate  
 P.O. Box 189  
 Highgate Center, VT 05459  
 Via email: [wdusablon@highgatevt.org](mailto:wdusablon@highgatevt.org)

Subject: DRB-012-25, Leduc & Many, DRB Sketch Plan Review hearing August 14, 2025  
 Guidance Document #47302; VT78 MM 0.37 RT

Dear Wendi,

This guidance document is written in response to your written request of July 29, 2025, regarding Sketch Plan Review in accordance with 24 V.S.A. Section 4416 and the applicability of 19 V.S.A. Section 1111 jurisdiction over the proposed five-lot subdivision on Parizo Road as shown on the attached plans "Leduc & Many, LLC – Parizo Road by Sam Ruggiano Consulting, PLC, dated 5/9/25. This analysis is based on your submittals and files in our office.

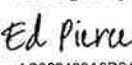
For the reasons set forth below, it is determined that a Section 1111 permit is required for the proposed subdivision:

- VTrans does not have an S1111 permit on file for Parizo Road, which is a private road.
- The proposed subdivision will add traffic to the VT78 intersection.

This Guidance Document takes the place of a Letter of Intent (LOI) for the purposes of 24 V.S.A. § 4416.

Please include this document in the hearing record. Thank you.

Sincerely,

DocuSigned by:  
  
 AC082480A0D6459...

Ed Pierce  
 Permit Coordinator (802) 498-8946

DS  


Reviewed by: \_\_\_\_\_  
 Craig S. Keller, Chief of Permitting Services

cc: District Transportation Office #8  
 Leduc & Many, Inc.  
 Sam Ruggiano Consulting, PLC

