

Town of Highgate Development Review Board

December 11, 2025 @ 6:00pm
APPROVED MINUTES

NOTE: All actions taken are unanimous unless otherwise stated.

Join Zoom Meeting: <https://us02web.zoom.us/j/88680612373>

I. CALL TO ORDER

The meeting was called to order by Woody Rouse, Jr. @ 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: Woody Rouse Jr.; Robyn Klein (via Zoom); Michael Laroche

Absent – Richard Trombley - Chair

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

Public / Other: Raven Brock; Joe Britch; Hunter Britch; Cristian Jablonski; Derek Tetrault

II. APPROVAL OF MINUTES

Motion by Robyn Klein to approve the minutes from November 13, 2025, as written. The motion was seconded by Woody Rouse – **APPROVED**.

III. PUBLIC HEARINGS

***Britch, Joseph & Hunter
Arbuckle, Cheryl & Tetrault, Derek
Boundary Line Adjustment
379 + 293 Parizo Road
Industrial / Commercial District
File # DRB-020-25***

Present for this hearing were Cristian Jablonski, Joe Britch, Hunter Britch, Raven Brock, and Derek Tetrault. All were sworn in by Woody Rouse. Cristian explained the project. Joe and Hunter also came to the table. With this proposal the property of Arbuckle / Tetrault will go from 0.53 to 0.74 acres and Britch will go from 11.97 to 11.76 acres. Plans were shared and the reasons for this proposal were explained. This affects the land around the garage and will bring the property into compliance with our zoning regulations. A permit was submitted several years ago for a home for Hunter Britch, which the town has not been able to process. Carolyn gave some backstory on this. A conditional use review was required to build a home in this district and part of the conditions of that approval was an updated site plan to accurately reflect the lots, as it was not subdivided. This BLA will rectify the issues. Cristian brought the finalized mylar with him tonight in case everything was approved as presented. Mike Laroche read through the conditions from the development regulations. The DRB signature block for the DRB chair was missing, this can be rectified easily. There was nothing further from the board or others present. Motion by Mike Laroche to **close** this hearing. The motion was seconded by Robyn Klein – **APPROVED**. A decision letter will be issued within 45-days. Cristian is familiar with the process from here. Joe Britch wanted to discuss the collection of junk on the Tetrault property. Carolyn did send a letter on 11/4/25 looking for a plan to clean it up. Derek did not recall receiving this letter, Carolyn can provide him with another copy. A temporary permit was also issued to Derek that this BLA will take care of. He will be following up with Carolyn on a clean up plan. Joe wanted this to be part of the record of this meeting.

IV. OTHER BUSINESS & UPDATES

- The COAL for Ray's Used Cars & Salvage was discussed (yearly approval). This goes through the DRB and on to the Selectboard in January. New photos were submitted by

Corey Hoague. Motion by Woody Rouse to approve the annual Certificate of Approved Location (COAL) for Ray's Used Cars & Salvage. The motion was seconded by Mike Laroche – **APPROVED**.

- Motion by Robyn Klein to approve the DRB meeting schedule for 2026, as presented. The motion was seconded by Woody Rouse – **APPROVED**.
- Woody signed the decision letter for Emma Chaplin (subdivision last month).
- There were a few mylars for signature from previous hearings.

V. **DELIBERATIVE SESSION**

Motion by Mike Laroche to enter into deliberative session @ 6:21pm. The motion was seconded by Robyn Klein – **APPROVED**. Motion by Mike Laroche to exit deliberative session @ 6:40pm. The motion was seconded by Robyn Klein – **APPROVED**.

VI. **ADJOURNMENT**

Motion by Woody Rouse to adjourn the meeting @ 6:41pm. The motion was seconded by Mike Laroche – **APPROVED**.

Minutes respectfully submitted by:

Wendi Dusbabon

Town Clerk &
Public Meetings Clerk

2/12/26
Date

Minutes approved by:

Woody E. Rouse Jr

2-12-26
Date