

# Town of Highgate Development Review Board

June 12, 2025 @ 6:00pm  
APPROVED MINUTES

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

**Join Zoom Meeting: <https://uso2web.zoom.us/j/81036294331>**

## 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; Tim Reynolds, Vice Chair; Woody Rouse; Michael Laroche; Robyn Klein

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

**Public / Other:** Peter Mazurak; Carrie Johnson; Kevin McWilliams; Lauren Marino; Derick Read; Cristian Jablonski; Keith Ploof; Sam Gervais; Clarence Miller; Jacques Rainville; Brandy LaBarron; Chris Shepard; Georgette Roddy; Paula Whitehead; Tammy Ruhl; Hannah Whitehead; HD Campbell; Richard Flint; Dawn Lapan (Zoom)

## II. APPROVAL OF MINUTES

Motion by Woody Rouse to approve the minutes from April 10, 2025, as written. The motion was seconded by Tim Reynolds – **APPROVED**.

## III. PUBLIC HEARINGS

**Town of Highgate**

**Boundary Line Adjustment – continued from 4/10/25**

**14 St. Armand Road / Route 78 / Gore Road (Village Core Property)**

**Town Center District**

**File # DRB-006-25**

Carrie Johnson, Lauren Marino, and Derick Read were present for this hearing and sworn in by Rick Trombley. Derick stated that some of the aspects of the new map were eliminated for simplicity and clarification purposes. There were questions and discussion on the entrance / exit areas on St. Armand Road and Gore Road. Tim asked about the access for parcel #3 and the fact that the boundary line adjustment being presented goes right through structures on the property. Carrie clarified that the plan is to remove the buildings and eventually relocate the pole barn. The state historic and corrective action plan states that each parcel needs its own identification number as part of the process. The town owns all three parcels. There was discussion on safely and properly demolishing the structures in the future, as well as more discussion on the non-conforming structures on site. Derick asked about permit conditions and having the structures removed within a certain time frame. Tim had concerns with the St. Armand Road section and heavy traffic on that corner already. The traffic will be addressed at a future site plan review. This hearing is to address the changes to the boundary lines only. Carolyn confirmed that there are three lots there already, owned by the town, and the proposal is still for three lots, changing all the boundaries of each lot. Carolyn also confirmed that the board can issue a condition to take the buildings

down. The hope is to have the buildings down by the end of this year. First, the state needs to approve the corrective action plan. Carrie would safely say around 12 months for the demo of the buildings and to relocate the pole barn down to the sand shed location. Derick will modify some of the wording on the plans that is contradictory. Derick also stated that a traffic study engineer will need to be on board for more info on the entrance / exit plans. There were no further questions from the board, the applicants, or the public. Motion by Rick Trombley to close the hearing. The motion was seconded by Robyn Klein – **APPROVED**. A written decision letter will be issued within 45-days.

**Cassidy, Phyllis – Estate of / Cassidy, Phyllis – Family Trust  
Cassidy Meadows  
Major Subdivision – Planned Unit Development (PUD)  
Sketch plan review – continued from 4/10/25  
Gore Road  
Town Center District  
File # DRB-008-25**

The room was full for this hearing. Peter Mazurak from Apex Engineering was previously sworn in. Some in the audience were new to this process, everyone was sworn in that was new, all others had been previously sworn in. The main change to the plans is the entrance was shifted about 50' to the south. This was done at the request of the wetlands program for less impact on the class II wetland area. Other changes are to the shape of the roads to access the cul-de-sacs, and changes to some building envelopes. Peter read through the follow-up letter sent after the April hearing. The road names within the development will stay the same and have 911 approval – Kyle Lane and Richards Way. Underground utilities are shown. Swanton Village Electric gave an approval letter that they can service the site with electricity. Water lines are shown. Cross sections are on the plans to address A76 standards. 22' wide roads with a one foot shoulder on each side, a total of 24' wide within the 50' right of way. The sidewalk was removed down to the arena and now shown is a sidewalk along the south side of the access road up to a point by Richards Way. Traffic is discussed within the narrative from the engineer. Signage and lighting are addressed in the narrative also. The paving schedule is open to what the board wants to see, probably a base coat and then wait a year. ACT250 may require phasing. Common land was pointed out and discussed. Lot #10 now extends all the way to Gore Road. HOA documents were submitted as part of the file. School impact and emergency services letters are in place. Peter will be updating ACT250, land use, wastewater, wetland, conditional use, and stormwater. Traffic data was discussed. The annual average amount of traffic was reduced from 2003 – 2021 in this area. Site distances along the road have been evaluated. Just to the north the speed limit changes from 35mph to 50mph. Based on all the information collected and studied the entrance is placed in the best spot. Any lighting will be LED and downcast. Trash storage and pick up info was shared. Landscaping will include 75 trees, spaced out 40' on average. The eastern side needs to be left alone. There will be split rail fence placed around the archeological area which is a previous condition of ACT250. Jacques Rainville's farm borders the Cassidy Farm on the north side. He has concerns about a waterway towards the back of the Cassidy property. It was noted that Mr. Rainville's farm is also on the opposite side of Gore Road. He was unable to be at the last hearing due to being out of state. The boundary lines of the changes to zoning districts were reviewed and discussed. This project falls in the new Town Center District, and minimum lot sizes are smaller. Mr. Rainville approached the table to review the plans more closely. He had questions about septic and stormwater, all of which is permitted through the state. Mr. Rainville's concerns are that the town is moving too fast and septic systems that fail becoming the town's responsibility. This is not a town system being proposed

for this PUD. It was pointed out that this project was fully approved back in 2008 and that this is a downsize of that version. Brandy LaBarron lives directly across the road from the new proposed entrance. Brandy approached the table to see the plans more closely. Brandy's concerns are about lots of cars and headlights shining into her home. Georgette Roddy also approached the table. She lives next door and hoped that the entrance road would be further away from her property line. Tammy Ruhl and Richard Flint also asked for a closer look at the plans, and approached the table. There is one light proposed for the entrance, on a pole, and downcast. Brandy asked about trees or shrubs or anything of that nature as a barrier for her concerns about lights. HD Campbell circled back to the paving discussion. He would like to see the paving be done based on percentages of the project completed. Rick read through the requirements for sketch plan review from the bylaws. Carolyn shared information on pedestrian accessibility in the town center district and why it was included in the earlier approval. The original proposal was for a multi-use pathway to the school and a crosswalk to access the school and recreation areas. The old plan from 2008 has sidewalks proposed for the west side of Gore Road in the road right of way, by the LaBarron and Gagne properties. That is all ditch through there. Richard Flint proposed that it makes more sense to have a crosswalk over to the property that the school already owns with a path to access the school and recreation areas. The school purchased that property from the Cassidy family, and it now belongs to the MVSD district, with the stipulation it be kept for agriculture and education. HD asked who would be responsible for any lighting etc. for the crosswalk. Peter mentioned state infrastructure funds. Mr. Rainville again expressed concern, this time about the narrowness of Gore Road in that area. The traffic flow details were shared earlier in this meeting, again noting that traffic numbers were down in 2021 compared to 2003. Peter asked if because all the criteria from the letter had been met, if this could be moved to final review tonight. A non-illuminated sign was discussed for the entrance of the development. Rick read through the criteria from the bylaws for preliminary plan review. The DRB members felt that they had everything they needed to move this to final plan review at this meeting. Motion by Woody Rouse to move this to final review. The motion was seconded by Michael Laroche – **APPROVED**. Rick read through the criteria from the bylaws for final plan review. Tim had questions about the wells. Woody Rouse noted that the walkway issue will need to be investigated but can be a condition of approval and part of the decision letter. HD asked if the developer would have to pay for the power for the crosswalk and lighting / signage forever. There was further discussion on a crosswalk with signage but no lights. Jacques Rainville would like to see this hearing extended, he still thinks this is moving too fast and he has a lot of concerns. HD is willing to work with the town on what the town wants and needs. Motion by Tim Reynolds to **close** the hearing. The motion was seconded by Michael Laroche – **APPROVED**. A written decision letter will be issued within 45-days.

**Pelican, Faye – Life Estate**  
**4 Lot Subdivision – sketch plan review**  
**2744 Carter Hill Road**  
**Village District**  
**File # DRB-008-25**

Cristian Jablonski and Dawn Lapan (Zoom) participated in this hearing. Both were sworn in by Rick Trombley. Carolyn began by explaining there is a permit encroachment issue on lot #3 that needs to be addressed. The mobile home as well as an outbuilding are both over the property line onto other people's land. Water sources were discussed. The town does not allow hammerhead turnarounds, only cul-de-sacs. We had some technical issues and had to restart the zoom meeting and plug in the laptop and got Dawn Lapan back on Zoom. Cristian gave a breakdown of the project

and explained the lot sizes that are proposed. Olds Drive will serve the lots in the back. All the homes are existing. He pointed out the proposed septic replacement area to meet state requirements. This project is attempting to fix something that should have never happened. Ms. Pelican owns all the land, and the goal is to put all the homes on separate lots and to sell those lots to those that live there. During the surveying process it was noticed that buildings were put over the line and that needs to be fixed. They could seek a boundary line adjustment with the neighbors to the north or relocate the home and outbuilding. Tim would like to see this taken care of before this move any further, which will drag this out. The encroachment is on land owned by Windy Minor and Carol Berthiaume. Both were noticed on this hearing but are not present. Dawn Lapan lives on lot #4 and she has seen the plans that are being discussed. She isn't sure about the septic placement, Cristian explained that there is not a lot of room there and there is also ledge. There were questions about drilled wells and possible placement. Currently lots #2 and #4 share a water supply (spring). The DRB had questions about deeds and right of ways and road agreements. The DRB wants to see the issues of the encroachment dealt with before this goes any further. Cristian would like to move ahead to preliminary and not go through sketch plan review twice. Motion by Rick Trombley to **continue this at sketch plan review**. The motion was seconded by Tim Reynolds – **APPROVED**. A follow-up letter will be issued.

#### IV. **OTHER BUSINESS**

- The final mylar for Nolan was reviewed and signed.
- Carolyn gave an update on the Christolini file subdivision. They have officially withdrawn their application, and their plan is to sell the units as condos. Carolyn will send Mr. Christolini a letter, pending our attorney's review.
- Highgate Airport Industrial Park would like to extract sand and gravel from behind the former brick plant. They have been working with the state on ACT250 and have an access permit to use the old town road between the Roach and LeBeau homes on Route 78 (across from Dubois Drive area). They eventually want to turn it into an industrial park and hook up to town water / sewer – but that is all down the road! It was discovered that the mapping / zoning district change that was approved a few years ago was not changed on the maps as part of the last bylaw review. The process was completed to change some land behind the former brick plan from agriculture to industrial / commercial, but the mapping changes did not happen. The PC and Selectboard approved this through a series of public hearings and meetings back in 2023. We now have to repeat that process. Conditional Use and Site Plan Review is required in the Ag district so they could move forward with that, but for further development down the road the maps need to be changed to reflect industrial / commercial district. The PC will take up this conversation this summer.
- Carolyn gave updates on zoning violations. We have the usual camper and junk yard complaints.
- The Selectboard adopted a social media policy and all employees / board members are being asked to sign the last page of the policy. Robyn, Michael, and Woody signed the form.

#### V. **DELIBERATIVE SESSION**

Motion by Rick Trombley to enter in deliberative session @ 7:47pm. The motion was seconded by Tim Reynolds – **APPROVED**. Motion by Rick Trombley to exit deliberative session @ 8:18pm. The motion was seconded by Tim Reynolds – **APPROVED**.

VI. **ADJOURNMENT**

Motion by Woody Rouse to adjourn the meeting @ 8:20pm. The motion was seconded by Robyn Klein - **APPROVED.**

Minutes respectfully submitted by:

Wendy Dugablon, Town Clerk &  
Wendy Dugablon Public Meetings Clerk

7/10/25  
Date

Minutes approved by:

Richard Trombley DRB Chair  
Richard Trombley

7.10.25  
Date