

**TOWN OF HIGHGATE**  
**Village Core Master Plan Committee**  
**July 12, 2023 @ 6:00 p.m.**

**CALL TO ORDER**

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

Absent: Rebecca Manning-Vice Chair, Dan Swainbank (notification received of resignation)

Public/Other: Heidi Britch-Valenta, Mary Souza, Richard Flint

Woody Rouse, Chair called the meeting to order at 6:05 p.m.

**UPDATES**

RFP for additional services – There were no responses to the RFP received. This advertisement will be re-issued.

gBA Comments – Reviewed the comments from last month's meeting detailed in the previous minutes made by David White with White and Burke Real Estate Advisors and Diantha Korzun with gbA Architecture & Planning. If the land purchase is approved at town vote, gbA would like a final direction of the master plan and location of the library identified.

Flyers – old & new – The committee reviewed and discussed the various information and flyers that have been distributed to the community. More flyers will be distributed in the upcoming days.

How to get people out to vote – The committee members suggested additional social media presence with information along with St. Albans Messenger advertising and to spread the word verbally when seeing members of the community out and about. It was also suggested to invite the Otter Creek, SB Collins, RL Vallee, and the recreation department to the meeting to help support the cause.

Center Business news – Sharon Bousquet updated the committee on the commercial interest in accessing the wastewater system, if constructed, by local businesses.

Design & phasing – Sharon Bousquet mentioned that ARPA and Clean Water would like to see a full design for the overall wastewater project to include a breakout of various phases. This is going to cost more money to design, but there are additional grants available and Sharon Bousquet will apply for those funds ASAP.

Additional Funding needed – If the purchase of the land is approved, then additional funding for the project will need to be sought once a final design and cost are determined.

## WASTEWATER PROJECT

What's next – Sharon Bousquet shared with the committee a “What's Next” wastewater project timeline with 13 steps from Public Vote to purchase the land to construction. She also reminded the committee that the \$2M+ grant received for construction of the system needs to be used by December 2026.

WATER SUPPLY – There was discussion around a water supply source for the core project and it seems that the current focus is the arena well.

LIBRARY CAPITAL CAMPAIGN UPDATE – Adah DeRosier gave the committee an update and reminded that until the purchase of the land is approved the capital campaign project is on hold. She did let the committee know that they currently have \$225,000 in their capital budget for the project. There was some additional discussion around the various design plans and the options for Library location.

DESIGN CONSIDERATION – The committee discussed the various plans and based on community input from the community meetings it was determined that some form of Option R & D should be pursued.

APPROVAL OF MINUTES – The June 14, 2023 minutes were reviewed. Chris Shepard made a motion to approve the minutes and Clarence Miller seconded the motion. APPROVED

NEXT MEETING DATE – August 9th

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

Wendy Roman

Chris Shepard