

TOWN OF HIGHGATE
Planning Commission
November 21, 2023 @ 6pm
APPROVED MINUTES

NOTE: All actions taken are unanimous unless otherwise stated.

Join Zoom Meeting: <https://us02web.zoom.us/j/86556762091>

I. CALL TO ORDER

Luc Dupuis called the meeting to order @ 6:00pm. This meeting was a hybrid of in-person and Zoom. Those participating were in-person, unless otherwise noted.

Planning Commission Board Members: Luc Dupuis, Chair; Scott Bessette, Vice-Chair; Tom Conley; Jack Pelkey; Robyn Klein (@ 6:03pm)

Town of Highgate Staff: Sharon Bousquet, Town Administrator; Wendi Dusablon, Town Clerk & Public Meetings Clerk; Shelley Laroche, Treasurer & DTC

Public / Other: Gary Greenough and Ralph Comiskey from HVFD

II. NRPC – GRETA BRUNSWICK

Greta was unable to participate this evening to discuss the Bylaw Modernization Grant.

III. CAPITAL IMPROVEMENT PLAN

Shelley had watched the meeting from last month and had a few questions, which were reviewed and discussed. Gary and Ralph from HVFD were present for their CIP discussion and Shelley had previously met with Nick from Public Works, who was unable to be here tonight. The sections for HVFD and Public Works were gone through in detail, with Scott asking again this year to have a separate line item added to the CIP for improvements to our dirt roads. This section was added to the “in and around town” portion of the CIP and titled “Class Three Road Improvements”. Scott firmly believes that we need to be putting money away to improve our dirt roads. There was discussion on if this was a CIP item or should be part of the budget. It was decided that for long-term planning purposes it would be added to the CIP. Ralph and Gary had input for the HVFD section and planning for the future of their fleet to best meet the needs of their department and the community. The Public Works section was also discussed at length, with input from when Shelley met with Nick previously. The grader / loader / backhoe discussion included good points about the amount of use each gets and expected lifespan of these three large and expensive pieces of equipment. At the conclusion of this meeting the CIP stands as follows for FY24/25 and will now go before the Highgate Selectboard for approval and then on to the voters from the floor in March at Town Meeting (3/5/24): TOWN OFFICE \$0.00 / PARKS & RECREATION \$90,000.00; LIBRARY \$50,000.00; HVFD \$130,000.00; PUBLIC WORKS \$205,000.00; IN & AROUND TOWN PROJECTS \$110,000.00. The grand total (proposed) for the FY24/25 CIP to now go forward to the Selectboard is \$585,000.00. For comparison purposes, last year’s CIP that made it before the voters was \$457,000.00 with \$100,000.00 being used from our ARPA funds, so \$357,000.00 was to be raised by taxes. This new amount for FY24/25 raised some concerns but keeping our replacement schedule up to date and with increased costs this was what was decided to forward on to the Selectboard. They have the ability to amend it from here and decide ultimately what is put before the voters for the FY24/25 CIP. The spreadsheet was recapped to confirm the numbers. A full copy of the CIP as amended at this meeting can be found at the end of these minutes.

IV. OTHER BUSINESS

- Casella rates and tipping fees were discussed and where those funds can be found. There is a line item within the General Fund budget.
- Verizon is not completely on our cell tower just yet.
- Sharon thanked the PC members that came to the Selectboard meeting for the discussion on taking over private roads. The input and discussion was much appreciated. Shelley and Nick were tasked with figuring out costs associated with taking over private roads, which is very complicated. We will need an in-depth road inventory as part of that process. This topic also leads back to impact fees and / or a local options tax. To summarize the discussion with the PC and the Selectboard, NO to taking over any more private roads and YES to exploring impact fees.
- We have had a resident approach the Selectboard about retail cannabis in Highgate. We have not voted as a town on this topic, but it is likely that we will be doing so in March, via Australian ballot. Those PC members present had varying views on the cannabis topic and allowing a retail dispensary in our town and where it would be allowed. Sharon noted we have one board member asking about amending our bylaws to keep retail cannabis out of our village center.
- There will be no PC meeting in the month of December. Enjoy the holidays and see you in January.
- Sharon will work on the PC report for the 2023 Town Report. She will send it to Luc for review.

V. APPROVAL OF MINUTES & 2024 MEETING SCHEDULE

- Motion by Robyn Klein to approve the minutes from October 17, 2023, as written. The motion was seconded by Tom Conley – **APPROVED**.
- Motion by Robyn Klein to approve the PC 2024 meeting schedule, as presented. The motion was seconded by Jack Pelkey – **APPROVED**.

VI. ADJOURNMENT

Motion by Robyn Klein to adjourn the meeting @ 7:59pm. The motion was seconded by Jack Pelkey – **APPROVED**.

Minutes respectfully submitted by:



Wendi Dusablon, Town Clerk & Public Meetings Clerk



Date

Minutes approved by:



Luc Dupuis, Planning Commission Chair



Date

11.21.23 PC forwarding to SLB for approval

Capital Improvement Payment Allocations for 2024 - 2029

DEPARTMENTAL Capital Projects & Assets	Estimated Total Cost of Project	Available Funding		Annual Payments to be Raised by Taxes					Estimated Year of Replacement	Net Cost to Town
		*Capital Reserve	Potential Grants, Donations, Other	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29		
Municipal Complex										
Town Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COMPLEX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Parks & Recreation Department										
Zamboni	\$ 120,000	\$ 32,500	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	2030	\$ 120,000
Indoor Turf / Field House	\$ 75,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ 75,000
Arena Parking Lot	\$ -	\$ 30,000	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	2023	\$ -
Arena Roof	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	2027	\$ -
72" Zero Turn Mower	\$ 25,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	2027	\$ 25,000
Dehumidifier	\$ 250,000	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	2027	\$ 250,000
Chiller / Compressor	\$ 600,000	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	2027	\$ 600,000
Department Vehicle / Truck	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ 50,000
Gazebo / Stage	\$ 17,000	\$ 17,260	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ 17,000
TOTAL PARKS & REC	\$ 1,137,000	\$ 139,760	\$ -	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	2027	\$ 1,137,000
Highgate Public Library										
Library Relocation	\$ 1,000,000	\$ 225,000	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	2033	\$ 800,000
TOTAL HPL	\$ 1,000,000	\$ 225,000	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	2033	\$ 800,000
Highgate Volunteer Fire Department										
Replace (2021) Fire Engine 1	\$ 500,000	\$ 15,000	\$ 50,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	2041	\$ 435,000
Replace (2006) Fire Engine 2	\$ 400,000	\$ 105,000	\$ 50,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	2035	\$ 335,000
Replace (1998) Tanker	\$ 400,000	\$ 37,500	\$ 50,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	2028	\$ 335,000
Replace (2015) Utility Truck	\$ 100,000	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	2036	\$ 90,000
TOTAL HVFD	\$ 1,400,000	\$ 167,500	\$ 150,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	2041	\$ 1,195,000
Public Works - Highway										
Replace (1991) Caterpillar 120G Grader	\$ 300,000	\$ 140,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	2033	\$ 285,000
Replace (2001) John Deere 444H Loader	\$ 300,000	\$ 105,000	\$ 20,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	2033	\$ 280,000
Replace (2004) John Deere 410G Backhoe	\$ 300,000	\$ 115,000	\$ 25,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	2033	\$ 275,000
Replace (2014) Western Star 4900 Tandem Truck	\$ 300,000	\$ 160,000	\$ 50,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	2024	\$ 260,000
Replace (2015) Ford F550 Compact Dump Trk Plow/Sand	\$ 75,000	\$ 55,000	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	2026	\$ 60,000
Replace (2016) International 7400 Single Axle Truck	\$ 300,000	\$ 150,000	\$ 50,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	2027	\$ 200,000
Replace (2020) International Tandem Truck	\$ 250,000	\$ 50,000	\$ 50,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	2029	\$ 130,000
Replace (2021) John Deere Road Mower	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	2041	\$ -
Side Arm Mower	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2033	\$ -
Disc Mower	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2033	\$ -
TOTAL HWY	\$ 1,825,000	\$ 775,000	\$ 150,000	\$ 205,000	\$ 240,000	\$ 185,000	\$ 160,000	\$ 160,000	2041	\$ 1,450,000
IN & AROUND TOWN Capital Projects										
Total Estimated Capital Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	est. Year of Project	\$ -
Class Three Road Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
Transfer Station Slope Stabilization Phase II	\$ 2,871,892	\$ 217,050	\$ 2,153,919	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	2026	\$ 717,973
Machia Road Slide	\$ 2,647,460	\$ 464,500	\$ 1,394,800	\$ 5,000	\$ -	\$ -	\$ -	\$ -	-	\$ 1,252,660
Village Core Master Plan	\$ -	\$ 40,000	\$ -	\$ 30,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	2029	\$ -
Stormwater Grant Match	\$ -	\$ 32,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
Sidewalk Project	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
Highgate Airport Infrastructure Project	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
Village Wastewater Project	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
TOTAL TOWN PROJECTS	\$ 5,519,352	\$ 754,350	\$ 3,548,719	\$ 110,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	2026	\$ 1,970,633
Total Departmental Projects	\$ 5,362,000	\$ 1,307,260	\$ 300,000	\$ 475,000	\$ 510,000	\$ 455,000	\$ 430,000	\$ 430,000	2026	\$ 4,582,000
Total Town Projects	\$ 5,519,352	\$ 754,350	\$ 3,548,719	\$ 110,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	2026	\$ 1,970,633
Total Expenditures	\$ 10,881,352	\$ 2,061,610	\$ 3,848,719	\$ 585,000	\$ 605,000	\$ 550,000	\$ 525,000	\$ 525,000	2026	\$ 6,552,633

** Grant Funds that the Town has applied for or is planning to apply for. Funds not secured by Town
 ~ Grant Funds that have been awarded to the Town. Funds are secured and may require a monetary match.
 Capital Reserve Amount is what has been raised in total for said project, it may not be the current cash on hand value if a grant is involved

DRAFT

2024 TOWN OF HIGHGATE ~ DRAFT MEETING SCHEDULE

SELECTBOARD - meetings start @ 6:30pm

DEVELOPMENT REVIEW BOARD - meetings start @ 6:00pm

PLANNING COMMISSION - meetings start @ 6:00pm

MONTH	SELECTBOARD	DEV. REVIEW	PLANNING
JAN. 2024	JAN. 4 + 18	JAN. 11 <small>APPLY BY DEC. 21 @ NOON</small>	JAN. 16
FEB. 2024	FEB. 1 + 15	FEB. 8 <small>APPLY BY JAN. 22 @ NOON</small>	FEB. 20
MAR. 2024	MAR. 7 + 21	MAR. 14 <small>APPLY BY FEB. 24 @ NOON</small>	MAR. 19
APR. 2024	APR. 4 + 18	APR. 11 <small>APPLY BY MAR. 25 @ NOON</small>	APR. 16
MAY 2024	MAY 2 + 16	MAY 9 <small>APPLY BY APR. 22 @ NOON</small>	MAY 21
JUNE 2024	JUNE 6 + 20	JUNE 13 <small>APPLY BY MAY 23 @ NOON</small>	JUNE 18
JULY 2024	JULY 18	JULY 11 <small>APPLY BY JUNE 24 @ NOON</small>	JULY 16
AUG. 2024	AUG. 1 + 15	AUG. 8 <small>APPLY BY JULY 22 @ NOON</small>	AUG. 20
SEPT. 2024	SEPT. 5 + 19	SEPT. 12 <small>APPLY BY AUG. 26 @ NOON</small>	SEPT. 17
OCT. 2024	OCT. 3 + 17	OCT. 10 <small>APPLY BY SEPT. 23 @ NOON</small>	OCT. 15
NOV. 2024	NOV. 7 + 21	NOV. 14 <small>APPLY BY OCT. 28 @ NOON</small>	NOV. 19
DEC. 2024	DEC. 5 + 19* <small>*BUDGET SESSION ONLY</small>	DEC. 12 <small>APPLY BY NOV. 25 @ NOON</small>	DEC. 17
JAN. 2025	JAN. 2 + 16	JAN. 9 <small>APPLY BY DEC. 23 @ NOON</small>	JAN. 21



Approved by P.C. 11-21-23
WAF

www.highgatevt.org

www.facebook.com/TownofHighgateVT

Phone: 802-868-4697

www.instagram.com/townofhighgatevt

Most meetings listed will also offer a Zoom link whenever possible. Contact the town office or visit our website or social media pages for further information on specific meetings and how you can participate. Meetings may be subject to change based on availability of a quorum, weather conditions, or other factors. Please check our website or social media pages for updated information as it becomes available. Thank you.

for PC approval on 11/21