

# TOWN OF HIGHGATE

## Selectboard Meeting

Thursday, June 18, 2020 @ 6:30pm  
@ Highgate Sports Arena

### Approved Minutes

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

#### **JOIN ZOOM MEETING FROM YOUR COMPUTER**

<https://us02web.zoom.us/j/96636431042?pwd=NTVQYUtpakQ4bEdPcEgzZ1lBS1BqZz09>

#### **OR BY PHONE – FREE CONFERENCE CALL**

Dial in # 425-436-6365

Access code 188557

#### **A. Call to Order & Pledge of Allegiance**

The in-person Selectboard meeting / video conference call / phone conference call meeting was called to order by Sharon Bousquet, Chair @ 6:31pm, followed by the Pledge of Allegiance. Due to the COVID-19 pandemic, changes to open meeting law allowed for this meeting to take place in various ways. The meeting was held at the Highgate Sports Arena for proper physical distancing for those who wanted to attend in-person. Zoom video or conference call was also available.

**Highgate Selectboard Members** – Sharon Bousquet - Chair; Bruce Butler – Vice Chair; Richard Flint; Kyle Lothian; Randy Connelly (all in-person, except Randy via Zoom video until 7:18pm due to connection issues)

**Highgate Office Staff** – Wendi Dusablon – Town Clerk & Public Meetings Clerk; Heidi Britch-Valenta – Town Administrator; Shelley Laroche – Treasurer & Delinquent Tax Collector (all in-person)

**Community Members / Others Participating** – Woody Rouse; Ty Choiniere; Vonnie Lamotte; Dan Beauregard (all in-person); Lisa Hango; Merry Souza; Brian Savage; Beverly Danyow (all via Zoom video); none via conference call

#### **B. Public Comment(s)**

- Dan Beauregard, Recreation Director, was present. He would like to begin to open the building back up and follow the new guidelines for athletic programming. Motion by Richard Flint to allow Dan to open the arena facility back up for programming and to follow all the mandated guidelines. The motion was seconded by Bruce Butler – **APPROVED**. Dan noted that archery class with Pelkey's archery will be outside, weather permitting, on July 28<sup>th</sup> and registration is now open on their website.
- Merry Souza, Health Officer, was participating via Zoom. She would like to begin doing site visits with the approval of the board. She feels comfortable and will also follow all guidelines. Motion by Kyle Lothian to allow the Health Officer and Deputy Health Officer to begin site visits and follow all the mandated guidelines. The motion was seconded by Richard Flint – **APPROVED**.
- Vonnie Lamotte was present as a resident, not as the ACO. She has serious concerns about fireworks in our community and feels an ordinance is needed. There

was lengthy discussion on the topic, noting that fireworks are illegal to have in Vermont except for permitted and supervised public fireworks displays. Vonnie would like to see fines issued to help improve the issue. The Town of Alburgh has an ordinance. Kyle has dealt with this issue before, as a former fire chief. The issue is with enforcement, as it is with any ordinance. There was discussion on who would enforce such an ordinance and issue the fines. It takes time to develop an ordinance, hold public hearings for input, and have it in place. We do not have an ordinance, it therefore falls to state statute and the law is clear. It is more of a law enforcement issue and law enforcement has their hands full. If we had a town constable that would help us out, but we do not. This time of year there are many lost and loose dogs that bolt because of their sensitivity to fireworks. The board thanked Vonnie for her concerns and for her comments.

**C. Animal Control Officer Update – Vonnie Lamotte**

Vonnie thanked everyone involved that helped with the clinic on May 16<sup>th</sup>. It was awesome and our best one yet! To date, Vonnie’s call volume hasn’t been that bad. She and Kristy Brow rehomed twelve beagle puppies that were being kept in a truck. We currently have licensed just about 650 dogs in town for 2020. Vonnie will begin phone calls and tickets will be issued after July 10<sup>th</sup>. Please license your dogs BY MAIL this year @ PO Box 189, Highgate VT 05459. The board thanked Vonnie for all she and Kristy do for the animals and pet owners in our town. Vonnie again noted that dogs key senses are hearing and smell, so fireworks are much worse for them than they are for humans.

**D. Public Works Department**

- Richard Flint, Road Commissioner, gave an update on the paving bids. Richard met with Heidi and the Public Works Department crew to review the bids received by the deadline, which came in as follows:

<i>Pike Industries</i>	\$62.25 per ton	\$7,535 tons	\$469,053.75
<i>J. Hutchins, Inc.</i>	\$68.36 per ton	\$7,225 tons	\$493,901.00

Motion by Kyle Lothian to sign and approve Pike’s bid of \$469,053.75, at the recommendation of the Public Works Department and the Road Commissioner. The motion was seconded by Bruce Butler – **APPROVED**. Richard gave a breakdown on how the paving will be split up: \$188,555.25 Gore Road; \$25,460.25 Frontage Road (grant project site); \$39,466.50 Frontage Road; \$26,207.25 Cassidy Road; \$94,433.25 Hanna Road; \$40,587.00 Machia Road; \$54,344.25 Morey Road.

- The traffic ordinance will be put off again until we can look at the maps more appropriately and in more detail. Richard noted some concerns about trails that are not named. This will be put off for another meeting.

**E. Airport Infrastructure Grant Final Hearing**

This final hearing is a requirement of the Vermont Community Development Planning Grant we received for \$45,000.00. The town match is \$15,000.00. The focus of the study was to look at how much it would cost to extend water and sewer infrastructure from MVU to the airport area. Part of the funds were used to hire an engineer and the balance was used to hire an economist to give us predictions on the economic return on the investment. EPR has given us their final report. Aldrich and Elliott has asked for more time to complete the hard copy of their report, but we have an electronic copy. Heidi gave a breakdown on how the funds were spent and how our match was covered.

The study resulted in a final hearing that was held on March 5<sup>th</sup>. We came in about \$400.00 under budget. Kyle asked about Heidi's administrative hours and if that was billable. Yes, her time was used towards the town's match. Sharon asked if there was a timeline associated with the airport expansion project. \$2.2 million was budgeted to upgrade the existing runway. VTrans has also put in funds to extend it. Heidi read from a very encouraging letter from Joe Flynn, Secretary of Transportation, about the timeline of the expansion project. The actual construction of the runway expansion will likely be in 2021 if they have a green light. Heidi also spoke about the Northern Borders Regional Commission grant application. This is something we need to keep talking about in public to get people familiar with what is happening. We submitted an application to NBRC for \$1 million (the maximum allowed) towards the cost of the infrastructure expansion from MVU up to the airport. We would be allowed to get up to 80% from federal dollars by using Northern Borders. Other funding sources do not have a limit and we are looking at different options. The Town of Highgate will have a public vote this fall to see if the voters will approve the \$480,000.00 needed. Communication will be key and getting as much info out to the public as possible. Wendi and Shelley would rather see this as a stand-alone vote, not added to the primary or general elections in August and November because of the way things are going to be handled at the state level with absentees. There will be plans to meet with the Swanton Village Manager and Asst. Manager as well as the trustees to work out the details of how money will transfer between the two towns. Tentatively this vote will take place in September.

**F. Town Treasurer Updates – Shelley Laroche**

- Motion by Bruce Butler to approve and sign the check warrants. The motion was seconded by Richard Flint – **APPROVED**.
- Motion by Bruce Butler for the treasurer to sign the Scope of Services contract with Sullivan Powers. The motion was seconded by Kyle Lothian – **APPROVED**. It was noted that Jordan will be here on July 9<sup>th</sup> and the actual audit is scheduled for August 26<sup>th</sup> & 27<sup>th</sup> (and 28<sup>th</sup> if needed).
- Outstanding delinquent taxes are at \$84,799.02, not including the Jedware property. Last year on June 20<sup>th</sup> we were at \$62,793.14. Shelley is confident that people will continue to work hard and get caught up. Zoning permits continue to come in steadily and we are right on pace with 2019 for permits issued. Vault time is down very little due to COVID-19 and office closures, but we are making up for it on copies that Wendi has been sending out with invoicing. Shelley will speak to Butch about the gravel budget and tree cutting budget and timing to have them booked in our current budget.

**G. Town Clerk Updates – Wendi Dusablon**

- Motion by Richard Flint to approve the minutes from *June 4, 2020*, as written. The motion was seconded by Bruce Butler – **APPROVED**.
- Motion by Kyle Lothian to approve the minutes from *June 15, 2020*, as written. The motion was seconded by Bruce Butler – **APPROVED**.
- We have licensed 650 +/- dogs for 2020. Late fees began on June 2<sup>nd</sup> and fines will begin after July 10<sup>th</sup>.
- The State Primary Election will be held on Tuesday, Aug. 11 from 7am – 7pm at the Highgate Sports Arena. Absentee ballots are available upon request, 868-5002 or [wduablon@highgatevt.org](mailto:wduablon@highgatevt.org). You can also request one at <https://mvp.vermont.gov/>.

- The Town of Highgate now has all our digitized land records available online! The process went much quicker than expected. Records can be viewed for FREE or printed for \$3.00 per page. This gives people an option to make the trip to Highgate or not. The online records data base covers 8/2/1999 – present (21 years) for land records and all mylars from the beginning through May 2016.
- We are still fine tuning how this system will flow with new road names and numbers. These will be added into the traffic ordinance that we are working on. All three will be private roads:  
Memory Lane – part of a two-lot subdivision off McKinnel Road  
Palmer Avenue – part of a nine-lot subdivision off Lamkin Street  
Nicklaus Way – also part of a nine-lot subdivision off Lamkin Street  
 Motion by Richard Flint to approve all three road name requests. The motion was seconded by Bruce Butler – **APPROVED**.

#### H. Administrator Items

- Heidi gave a detailed update on grants and projects. The spreadsheet was also available in the packet and is attached to these minutes as well.
- Lisa Hango and Charen Fegard are always looking out for the Town of Highgate. Lisa has been communicating with VTrans about the issues we are having at the intersection of Route 207 and Brosseau Road. It is on their radar, but they have other higher priority issues and will get to us when their schedule allows.
- Fire Equipment Bids – Sharon read aloud from the bids received. Copies of all bids are attached at the end of these minutes. Motion by Kyle Lothian to sign the contract with Fire Safety of VT, LLC. The motion was seconded by Bruce Butler – **APPROVED**.
- Alarm System Bids – Sharon read aloud from the bids received. Copies of all bids are attached at the end of these minutes. Motion by Kyle Lothian to sign the contract with Summit Fire & Security, LLC. The motion was seconded by Richard Flint – **APPROVED**. Heidi noted she would like to see more of a committee formed next time these go out to bid. There are lots of nuances involved and it has been very segmented.

#### I. Selectboard Items

- The St. Albans Police Department contract was presented for signature. This contract is for policing services for 26 hours per week / 1,352 hours annually at \$69.00 per hours, for a contract total of \$93,288.00 covering the period 7/1/2020 – 6/30/2021. Motion by Bruce Butler to sign the SAPD contract. The motion was seconded by Richard Flint – **APPROVED**. Ty Choiniere thanked SAPD for being very active in our community especially during the COVID-19 pandemic. The switch to SAPD has been a good change for the Town of Highgate.
- Dan Beauregard presented the bids for seal coating of the arena parking lot. Three bids were received in all for seal coating, crack filling and line striping: Fresh Coat Asphalt \$11,366.48; Rox Asphalt \$12,200.00; Bushey Seal Coating \$7,295.00. Motion by Bruce Butler to accept the bid from Bushey Seal Coating in the amount of \$7,295.00. The motion was seconded by Kyle Lothian – **APPROVED**.
- The arena contracts were changed to read Town of Highgate instead of Highgate Recreation Commission. There was discussion on the contracts for the snack bar and the pro shop. The pricing is the same as last year (\$400.00 per month all year

round for the snack bar and \$250.00 per month all year round for the pro shop). The contracts are yearly, and they have the choice to open up in the summer months. Motion by Kyle Lothian to sign the snack bar contract with Big Al's Snack Bar. The motion was seconded by Bruce Butler – **APPROVED**. Motion by Richard Flint to sign the pro shop contract with LaShure's Pro Shop. The motion was seconded by Bruce Butler – **APPROVED**. Dan Beauregard provided an example of an ice rental contract to show the board for informational purposes.

- This is Randy Connelly's last meeting with us. He and his family are moving, and we wish them the best of luck. Randy has been a calming influence in the midst of many storms. Good luck with your new job and your new home and THANK YOU, RANDY.
- Kyle reached out to Ken Brown from VAST about the complaints we have received regarding the Lamoille Valley Rail Trail. Ken's initial reaction was that not much can be done but we could post signage. Kyle reached out to other contacts and it turns out we can block the trail on a temporary basis. We don't want to do that. Work is being done on the trail system through August and signage will be going up. The section that intersects with Gore Road by the arena is a problem area. The LVRT does not allow motorized vehicles, only pedestrian and equestrian. Richard would like to see an ATV club started back up in Highgate. We currently have an ordinance in place that does NOT allow ATVs on our roads. Ty commented that our section of the LVRT does not look like it is not for ATVs and that some people might not be aware based on its appearance. We need to get the conversation going with VASA again. Ty would like to try an experiment in Highgate with the section between St. Armand Road and Route 78 to make it look like other towns (Swanton, Cambridge, Johnson) and make it look more to rec path standards. There was discussion on self-policing. It was mentioned that Lamoille County does not experience ATV issues like we do here. Richard is aware of some legal trails in town that need names and he is working on it. Kyle also has been continuing to speak with people about agricultural vehicles and our situation on Machia Road. He was contacted yesterday by a Selectboard member from another town who will be speaking with the Secretary of Agriculture next week. Kyle would like to participate in that conversation if the board is ok with it. He is not the road commissioner and not trying to be. If the state wants to mandate all these rules, they should be providing funding to towns to help with infrastructure.

**J. Upcoming Events**

Recreation Comm.	5:30pm	July 6
DRB Mtg.	6pm	July 9
Selectboard Mtg.	6:30pm	July 16
PC Mtg.	6pm	July 21
VCMP Mtg.	6pm	July 28

Motion by Sharon Bousquet to exit the regular Selectboard meeting @ 8:30pm. The motion was seconded by Bruce Butler – **APPROVED**.

**K. Executive Session**

Motion by Richard Flint to enter into executive session @ 8:31pm with Heidi Britch-Valenta to discuss legal, personnel and contracts where premature general public knowledge would place the town and/or the individuals at a substantial disadvantage. The motion was seconded by Bruce Butler – **APPROVED**.

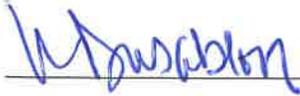
Motion by Kyle Lothian to exit executive session @ 9:02pm. The motion was seconded by Richard Flint – **APPROVED**.

Motion by Richard Flint to accept the proposals from Cross Consulting and GeoDesign to respond to questions from FEMA for the Transfer Station Phase II application. Heidi will attempt to get pre-award expense authorization from FEMA for this expense. The motion was seconded by Bruce Butler – **APPROVED**.

**L. Adjournment**

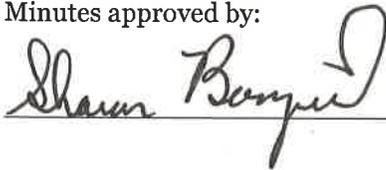
Motion by Bruce Butler to adjourn the Selectboard meeting @ 9:05pm. The motion was seconded by Kyle Lothian – **APPROVED**.

Minutes respectfully submitted by:



Wendi Dusablon – Town Clerk & Public Meetings Clerk

Minutes approved by:



Sharon Bousquet – Chair, Highgate Selectboard

HIGHGATE TOTAL GRANT LIST  
 UPDATED 6-18-20

	A	B	C	D	E	F	G	H	I	J	K
1	name of funding source	grant #	grant amount	Project total amount	CASH MATCH	IN-KIND MATCH	MATCH %	PROJECT NAME	TIME FRAME	Federal reporting	PROJECT STATUS
2	AOT - Capital Funds Program	project # B01448 043EA1448043 / contract # FM0-123	\$4,923,404.00	\$5,182,530.00	\$	259,126.50	5%	Machia Road Bridge B-25 upgrade	PROJECT COMPLETE; STATE IS CLOSING GRANT	YES	6 more months of billing.
3	AOT - Muni Hwy & Stormwtr Grant	STPMM18 (10) contract # CA0531	\$734,800.00	\$1,319,098.00	\$584,298	\$	20%	Machia Road Slide	End Date 12/31/1/2022; local concerns mtg 8/5/19; concept hearing 6-4-20;	YES	can apply for more funding in October
4	AOT CLASS II FUNDS	PO1867	\$75,000.00	\$84,962.00	\$0	\$	20%	FRONTAGE ROAD DITCHING	END DATE 12-2020	?	SUBSTANTIALLY COMPLETE- final paving in spring
5	AOT- CLASS II ROAD GRANT		\$160,190.78	\$200,238.00	\$0	\$40,047.60	20%	GORE RD PAVING FROM CASSIDY RD TO UPPER TARTIE	NOTICE OF AWARD 5-16-19 END DATE 12-231-21		scheduled for SPRING 2020
6	FEMA - Haz Mit Funds Admin Cost Grant	02140-34000-157	\$945.00	\$945.00	\$0	\$		ADMIN GRANT	FOR HOURS TO ADMINISTER GRANT HAZ MIT GRANTS	?	GRANT SIGNED 9-6-18
7	NRPC GRANT IN AID STORMWATER ISSUES		\$14,760.00	\$34,413.00	\$0	\$		ROLLO RD #9 DITCHING,CULVERTS	DEADLINE 6-30-2020		scheduled for SPRING 2020
8	BETTER ROADS CATEGORY D STORMWATER ISSUES		\$41,003.00	\$51,264.00	\$0	\$	20%	ROLLO RD #10 CULVERTS, DITCHING	APPLICATION DUE 12-13-19		AWARD POSTPONED
9	FEMA - Haz Mit Funds	02140-34000-157	\$47,250.00	\$63,000.00	\$	15,750.00	25%	PHASE I DESIGN- transfer station stabilization planning and design	Notice of Award 5-31-18, FEMA contract signed 9-6-18,	YES	PHASE I COMPLETE CONSTRUCTION ESTIMATES RECEIVED
10	FEMA - Haz Mit Funds	PH11	Phase II construction	\$2,871,892.00	\$717,973		25%	transfer station stabilization construction	PH II appl submitted in January 2020	YES	request for further information 6- 15-20

HIGHGATE TOTAL GRANT LIST  
 UPDATED 6-18-20

	A	B	C	D	E	F	G	H	I	J	K
11	ANR WASTEWATER & WATER PLANNING GRANT		\$30,000.00			\$0	0	VCMP/VILLAGE WW EVALUATION	USING MPg WW SUPPORT AS MATCH		IN PROGRESS, presentation to PC & VCMP on 6-16-19
12	VCDP ECONOMIC DEVELOPMENT PLANNING GRANT	07110-PG-2018-HIGHGATE-02	\$45,000.00	\$60,000.00	\$15,000.00	\$	25%	STUDY ECON IMPACT OF WATERLINE EXTENSION TO AIRPORT		YES	FINAL HEARING 6-18; close in June
13	RURAL DEVELOPMENT EQUIPMENT		\$50,000.00		\$284,000.00	CIP match		FIRE TRUCK	NOTICE OF AWARD 6-12-19 DELIVERY 9-2020		Desordre Emer. Equip Selected, contract completed 9-13-19
14	EVSE GRANT ELEC VEHICLE SUPPLY		\$17,495.00	\$19,439.00	\$0.00	\$	10%	ELECTRIC VEHICLE CHARGING STATION FOR PARK AND RIDE	STATE PROVIDING MATCH; NOTICE OF AWARD 1-31-19		90% reimbursed, waiting for state 10%
15	PACIF SAFETY EQUIPMENT GRANT		\$3,519.00	\$7,039.00	\$3,519.00		50%	Flammables Cabinet & Eye Wash, Arena, Ice suits - FD	NOTICE OF AWARD		IN PROGRESS
16	VCDP MPg	07110-MP-2020-HIGHGATE-14	\$12,845.00	\$14,130	\$	\$		PRE-ENGINEERING ACTIVITIES FOR ANR WW PLANNING ADVANCE FOR VILLAGE WW & W STUDY	USING ANR PLANNING ADVANCE AS MATCH FUNDING		IN PROGRESS PRESENTATION 6-16-20; next mtg 7-28
17	RISE VT GRANT		\$1,500.00					VCMP COMMUNITY CELEBRATION	NOTICE OF AWARD 2-19-20		IN LIMBO
18	USDA RURAL BUSINESS DEV GRANT		\$30,000.00			\$		ECONOMIC DEVELOPMENT PLANNING FOR IMPACT FEES AND TIF DISTRICT	APPLICATION DUE 3-31		NOTICE OF ELIGIBILITY 6-8-20
19	USDA RURAL BUSINESS DEV GRANT		\$30,000.00			\$		VCMP PLANNING final planning for development	APPLICATION DUE 3-31		NOTICE OF ELIGIBILITY 6-8-20
20	AOT STRUCTURES GRANT		\$190,080.00	\$175,000		\$		Rice Hill Rd Box Culvert			APPL SUBMITTED 5-15
21	AOT CLASS II FUNDS		\$123,000.00	\$137,000		\$		PAVING MACHIA RD from bridge to crest of hill (Young Property)			APPL. SUBMITTED 5-15

HIGHGATE TOTAL GRANT LIST  
 UPDATED 6-18-20

	A	B	C	D	E	F	G	H	I	J	K
22	AARP	18,000	\$29,876.00			\$ 11,876.00		senior programming			APPL SUBMITTED 3-30
23	NBRC INFRASTRUCTURE & ECONOMIC DEVELOPMENT		\$1,000,000.00	\$3,400,000	\$2,653,000.00	\$ 47,000.00		AIRPORT INFRASTRUCTURE	WILL BE SEEKING OTHER FUNDING		APPLICATION SUBMITTED 5-30
24	<b>TOTAL</b>		<b>\$6,156,211.78</b>	<b>\$9,887,771.00</b>	<b>\$ 4,532,666.50</b>	<b>\$ 122,250.60</b>					
25											

# FIRE SAFETY OF VT, LLC

"Extinguishing Risks"

88 Cedar Street  
Winooski, VT 05404

March 11, 2020

Highgate Municipal Office  
PO Box 189  
Highgate, VT 05459

ATTN: Ms. Heidi Britch-Valenta  
Highgate Town Administrator



Dear Ms. Britch-Valenta,

Please allow me to introduce myself, my name is Dan Mangan. I started Fire Safety of VT, LLC to bring competition and competitive pricing to this industry in Vermont.

Fire Safety of VT is a locally owned and operated Vermont family business. Native Vermonters who have served the Vermont community for over 30 years.

We would like the **opportunity to bid on your fire safety services** for the Highgate Municipal Office.

We offer a full line of services to include: Fire Extinguisher Sales & Service, Annual Fire Extinguisher Maintenance, 6 Year Maintenance, Hydrostatic Testing, Safety Equipment and Mobile Maintenance.

We thank you for the opportunity to quote your fire safety needs and look forward to establishing a mutually beneficial relationship!

Respectfully,

Dan Mangan  
President

802 655-4656 Office / 802 734-1745 Dan Mangan

# FIRE SAFETY OF VT, LLC

"Extinguishing Risks"

88 Cedar Street  
Winooski, VT 05404

## Estimate

Date	Estimate #
3/11/2020	203

Name / Address
HIGHGATE MUNICIPAL OFFICE PO BOX 189 HIGHGATE, VT 05459

			Project
Description	Qty	Rate	Total
Flat Rate up to 7 Extinguishers	1	35.00	35.00
Per Unit 8+ Fire Extinguishers	43	3.75	161.25
Travel Charge	1	50.00	50.00
Tamper Seal Medium Blue	50	0.25	12.50
<p>NOTE: Our estimate is only for the Fire Extinguisher section of the bid.</p> <p>NOTE: Not included in this bid estimate are any add'l parts, freight, new purchases or work required at the time of the annual inspections.</p>			
Thank you for the opportunity to quote! Quote is valid for (30) days.			
<b>Subtotal</b>			\$258.75
<b>Sales Tax (6.0%)</b>			\$0.00
<b>Total</b>			\$258.75

802 655-4656 Office / 802 734-1745 Dan Mangan

We at Fire Safety of VT, LLC appreciate this opportunity of giving you a quote on our services.

*Annual Inspections (labor only)*

Fire Extinguishers	\$35.00	(Up to 7 extinguishers)
	\$ 3.75	(Per unit 8+)

*Monthly Inspections (labor only)* (Prices based on an hourly rate)

Fire Extinguishers	\$35.00
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*Refills (Dry Chemical/CO2)*

2 ½ lb Fire Extinguisher	\$15.00
5 lb Fire Extinguisher	\$19.00
10 lb Fire Extinguisher	\$28.00
15 lb Fire Extinguisher	\$32.00
20 lb Fire Extinguisher	\$38.00
Disposal Fee	\$10.00

*Maintenance (labor only)*

Six (6) Year Maintenance	\$15.00	(Per unit)
Low Pressure Hydrotest	\$20.00	(Per unit)
High Pressure Hydrotest	\$30.00	(Per unit)
Recharge Fee	\$15.00	(Per unit)
Hazmat Fee	\$20.00	(Per unit)

*Install Charge New Extinguisher (labor only)*

Based on an Hourly Rate

Thank you for allowing us the opportunity to quote! We look forward to establishing a long and mutually beneficial relationship between our two companies.

Dan Mangan  
802 655 4656 Office  
802 734-1745 Cell

*Call us for pricing on any safety related products!*

# *FIRE SAFETY OF VT, LLC*

## *REFERENCES*

- RED STONE PROPERTY  
ANDREW FILIPPE 802 363-4418  
PRESTON 802 540-5004
- O'BRIEN BROTHERS AGENCY  
ADAM KENDELL 802 373-9501
- DEMAG RIGGERS  
DOUG DEMAG 802 863-3642
- MWG MyWebGrocer  
MYRON WHEELER 802 735-7462
- FULL CIRCLE PROPERTY  
STEPHANIE GILBERT 802 864-5200
- WRIGHT & MORRISSEY  
JOHN GALLAGHER 802 863-4541  
PAUL 802 363-8197

# FIRE SAFETY OF VT, LLC

"Extinguishing Risks"

88 Cedar Street  
Winooski, VT 05404

## Estimate

Date	Estimate #
3/11/2020	203

Name / Address
HIGHGATE MUNICIPAL OFFICE PO BOX 189 HIGHGATE, VT 05459

			Project
Description	Qty	Rate	Total
Flat Rate up to 7 Extinguishers	1	35.00	35.00
Per Unit 8+ Fire Extinguishers	43	3.75	161.25
Travel Charge	1	50.00	50.00
Tamper Seal Medium Blue	50	0.25	12.50
NOTE: Our estimate is only for the Fire Extinguisher section of the bid.			
NOTE: Not included in this bid estimate are any add'l parts, freight, new purchases or work required at the time of the annual inspections.			
LOCATIONS: Library / 17 Mill Hill Rd Recreational Facility / 243 Gore Rd Municipal Offices / 2996 VT 78			
<i>we'll add monthly pick up of extinguishers</i>			
APPROVED & ACCEPTED BY CUSTOMER: HIGHGATE <i>without a trip charge</i>			
MUNICIPAL OFFICE			
NAME: _____			
SIGNATURE: _____			
DATE: _____			
Thank you for the opportunity to quote! Quote is valid for (30) days.			<b>Subtotal</b>
			\$258.75
			<b>Sales Tax (6.0%)</b>
			\$0.00
			<b>Total</b>
			\$258.75

802 655-4656 Office / 802 734-1745 Dan Mangan





P.O. Box 91  
COLCHESTER, VT 05446

PH: 802.497.1925 / 888.960.1731

FAX: 802.497.3257

E-MAIL: [SUMMITFIREVT@GMAIL.COM](mailto:SUMMITFIREVT@GMAIL.COM)

Highgate Town Office  
2996 VT-78  
Highgate Center, VT. 05459

Re: Terms of Agreement

June 16, 2020

Dear Heidi,

Summit Fire and Security, LLC is pleased and excited to be working for you as your alarm company. I write this letter to outline the work and terms of our agreement.

I have attached a description of the work we will do for you to this letter as a "Specification Sheet." This document lists the annual Fire Alarm test and inspection & monitoring fee for each building.

Fire and Security alarm monitoring will be billed annually. All other service requests will be billed separately.

Invoices are net 15 days from date of receipt. We charge eighteen percent simple interest per year on any unpaid balance which is more than ten days overdue. If we incur attorney's fees or costs to enforce any rights under this agreement, if we substantially prevail we are entitled to be awarded our attorney's fees and costs.

If you agree to the terms of this letter agreement, please sign and date the extra copy of this letter where indicated below and return to us in the self addressed stamped envelope enclosed.

Sincerely,

Steven Anderson

Agreed:

Sign here: \_\_\_\_\_  
Print Title: \_\_\_\_\_  
Print Company Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**Specification Sheet  
Annually 2020-2021 Monitor Pricing**

Town Office / Fire Department (Fire)	Daily Test	\$ 252.00
Highgate Arena (Fire)	Daily Test	\$ 252.00
Town Office (Security)	Weekly Test	\$ 192.00
Highgate Library (Security)	Weekly Test	\$ 192.00

**Annual Fire Alarm Test & Inspections\*  
(Including Vermont Proof of Inspection Sticker)**

Town Office/Fire Station	\$ 384.00
Highgate Arena	\$ 480.00

**Summit Service Rates:**

Regular Rate per man hour:	\$ 96.00
O/T Rate per hour:	\$ 144.00
Emergency Service/2hr minimum per hour	\$ 144.00

\*Pricing is for budgeting purposes and subject to change if changes occur that increase man hour time to complete the inspection. (Ex: adding space or devices)

\*Based on most current test pricing - does not include any work or materials used for corrections at test time.



## Fire Protection LP



**Heather Clark**

Johnson Controls Customer Care Representative, Albany, NY / Burlington, VT

Johnson Controls

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### EXTINGUISHER PRICING

**INSPECTION: \$8.00 PER EXTINGUISHER (any size)**

#### **NEW EXTINGUISHERS:**

2.5lb ABC:	\$52.56
5lb ABC:	\$55.14
10lb ABC:	\$81.84
20lb ABC:	\$153.94

#### **6 YEAR MAINTENANCE (ALL INCLUSIVE, BASIC PARTS INCLUDED)**

(Basic parts include: collar, tamper, valve stem, o-ring & chemical)

2.5lb ABC:	\$30.00
5lb ABC:	\$45.00
10lb ABC:	\$48.75
20lb ABC:	\$67.50



## Fire Protection LP

### HYDRO-TEST (ALL INCLUSIVE, BASIC PARTS INCLUDED)

(Basic parts include: collar, tamper, valve stem, o-ring & chemical)

2.5lb ABC:	\$37.50
5lb ABC:	\$48.75
10lb ABC:	\$52.50
20lb ABC:	\$71.25

### K-CLASS – 6 LITER (ALL INCLUSIVE, BASIC PARTS INCLUDED, DUE EVERY 5 YEARS)

(Basic parts include: collar, tamper, valve stem, o-ring & chemical)

REFILL:	\$153.75
HYDRO & REFILL:	\$172.50